

Thank you for taking the time and your interest in potentially working with us a Meadow Arts. We are recruiting for a **freelance practitioner** to cover the 12 months maternity leave of our **Education and Engagement Manager**, which is a role of approximately 2.5 days per week. The 12-month period will run January 2022 – January 2023.

The closing date for applications is: **5pm on Thursday 11 November 2021**
Interviews will be held on: **Thursday 18th /Monday 22nd November 2021**

Meadow Arts has a small team of five staff members (including this role), all working part-time in the rural West Midlands to bring contemporary art to people who might not usually get to engage with it. We believe that excellent contemporary art has the power to encourage new ideas and expand horizons.

We work with partner venues to produce our exhibitions, putting artworks and art projects into places like outdoor and indoor public spaces; stately homes (for example with National Trust and English Heritage); libraries; museums; churches; cathedrals; colleges and universities – we are open to ideas and want to inspire and challenge people.

This job pack includes the following information:

- Details about the role
- Who we are
- Who you are
- What you will be doing
- Notes to read before you apply
- The process and timeline

Please visit www.meadowarts.org to find out more about Meadow Arts and the work we do. Please do get in contact if you have any questions or want a further discussion about anything included here.

We look forward to hearing from you.



Clare Purcell
Executive Director

Meadow Arts

Education and Engagement Manager

Location:	Based from home
Reports to:	Executive Director
Type of contract:	Freelance self employed
Hours of work:	An average of 2.5 days per week over 48 weeks
Fee:	£17000 plus £1000 travel & other expenses (paid against receipts) Equal to a daily rate of £141.67 for 120 days' work across approx. 48 weeks.
Transport:	The post holder must have access to own transport

About the Role

The successful person will be contracted to execute the delivery of existing engagement projects scheduled for 2022 in places such as Pershore, Hereford and Worcester, as well as devising engagement activities for upcoming exhibition programmes that are yet to be confirmed.

This will include working with schools and community groups, local partner organisations, artists from the artistic programme, and freelance creative practitioners that deliver on our engagement programme.

The successful person will:

- Have experience of managing and/or delivering arts engagement activities, including working with schools and underserved communities, such as those living and/or learning in rural areas
- Understand inclusive engagement practice and have a passion to develop this approach
- Have excellent communication skills and a positive outlook
- Have knowledge of monitoring and evaluating projects
- Investigate and test new ways of increasing the range of digital engagement outputs (e.g. downloadable activities, online workshops etc.)
- Maintain and invest in existing partnerships and make new ones where appropriate
- Think strategically and creatively
- Have a passion for delivering unique, high-quality contemporary arts programmes
- Enjoy working within a small and busy team

Who We Are

We are an inspirational contemporary art charity delivering ambitious and accessible projects in unexpected rural places.

Since 2004, Meadow Arts has been challenging established notions of where and how excellent art can happen, and who can access it. We are committed to delivering the highest quality work to diverse audiences and to people who may not normally engage with contemporary art.

Through context-responsive exhibitions, new commissions, rich education and engagement programmes and interactive events, we bring an increasingly diverse and ambitious programme of high quality artistic encounters to a wide audience, focusing on the more rural areas, where cultural provision and access to high quality contemporary art are traditionally low.

We have no venue of our own and embrace a partnership-based working model to deliver projects strategically, with both private and public sector organisations, to achieve common aims and maximise resources. We often collaborate at a strategic level with non-art venues, such as heritage buildings, regional museums, and libraries. We have a good reputation for working outdoors, in direct dialogue with the natural or cultural environment.

Who You Are

- **A commitment to support a range of people:** We have many partners, including schools of all types (rural primaries to special needs schools, pupil referral units to large secondary schools and the virtual schools network); the Creative Practitioner Network, of 30+ freelance artists who support us to deliver engagement work; an emerging Young Meadow Company that works to hear and amplify the voice of young artists across the region; venue partners linked to the artistic programme; a wide range of community groups; existing projects with for example the Floodplain Meadows Partnership and wonderful partners we are yet to meet.
- **An ability to communicate and listen:** We are looking for a 'people person' who can communicate effectively, both verbally and in writing, and to listen to what others say. You will be confident talking with a variety of people, of all ages, abilities, backgrounds, and outlooks, including those from under-served communities, and be able to adapt your style to different audiences. You will be able to represent our artistic /creative ideas eloquently, whilst actively listening to and engaging with others' contributions.
- **Work closely with the team:** interpersonal relationships are key to how we work and, as a small and agile staff team, we share a lot of the workload. You will need to fit into this way of working and be flexible and attuned to other people's needs and identifying both where you can offer support and identify the ways in which you would like to develop.
- **Spot opportunities, big or small, particularly in developing new partnerships:** we cover a large geographic region and there are many people, networks and institutions already operating across the three counties. It is easy to feel over-stretched, particularly working part-time, but sharing opportunities to collaborate, building a team of 'community curators' across the region (via the Creative Practitioner Network, or Young Meadow Company) could help effectively spread our message wide and far. You will be able to develop these ideas and use them to extend our socially engaged practice – working with people in new places to better include and represent the communities we serve.
- **Understanding of small (rural) arts organisations:** we are constantly juggling different external demands from funders, partners, and national policy, while championing contemporary visual arts and our true belief in its' ability to challenge perceptions and broaden horizons. You will have knowledge of working in the arts and cultural sector, Arts Council England and their current strategy Let's Create, and the importance of collecting data, monitoring projects, and evaluating outcomes in order that we can provide evidence about the vital, lively, and creative work we deliver.
- **Flexible and efficient:** we are looking for someone who is flexible and can uphold their productivity in varied and changing settings. You should be able to manage your own workload and lead on projects remotely, reporting into and updating the team at weekly

meetings. Part of this will be overseeing partnership and artistic contracts, your budget and the work relationships linked to our education programme, Meadow Arts Inspires. You will always be supported by the Executive Director and wider team and the existing systems we have in place to help the charity operate smoothly. You will also be able to contribute to fundraising ideas, to bring potential funds to our attention and be available to support the Executive Director in putting forward good ideas and new concepts for attracting additional funds.

What you will be doing

Programme

- **Meadow Arts Inspires:** Work with local schools and the Meadow Arts Creative Practitioner Network to design activities that engage young people with our artistic programme
- **Engagement Activities:** Work with the Creative Practitioner Network to design engagement activities responding to our artistic programme
- **Socially Engaged Practice:** Support artists who have been commissioned to co create new pieces of work with communities in Worcestershire and Herefordshire
- **Digital Activities:** Work with members of the artistic and marketing team to deliver relevant digital and online engagement activities related to the artistic programme

Communications

- **Assist with reporting**, including the quarterly Artistic and Organisational Report sent to Trustees and ACE, as well as marketing reports and funder updates, which may require images /photos from projects you have run, participant quotes, etc.
- **Support the marketing team** with social media content from projects you are working on, including commissioning short films, blogs, vlogs, etc.
- **Support the evaluation** by providing data and monitoring of education and engagement activities.
- **Represent Meadow Arts** at local and regional meetings of peer arts networks, Cultural Education Partnerships, school forums and other events.

Operations

- Liaise with creative practitioners and school leaders to realise Meadow Arts Inspires projects
- Liaise with community leaders, project partners and peers to develop engagement work linked to the artistic programme
- Work with colleagues and freelance contractors to develop digital programmes
- Support the team and Trustees by overseeing all education and engagement work effectively, with ambition and a clear vision for what can be achieved
- Generate ongoing engagement activity with partners and a wide range of participants, encouraging them to follow Meadow Arts via our mailing list and on social media
- Record and monitor data for project evaluation
- Assist with reporting, data collection and meeting targets
- Participate and engage with wider, community led organisations /individual community figureheads working for social inclusion and better representation of under-heard voices from the communities we serve

Before you apply

Our current staff team is predominantly white, heterosexual, and non-disabled, but our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. We believe that what we do will have greater impact if our organisation better reflects the region in which we work and we therefore welcome applications from those who will bring a difference.

We understand that contemporary art can be a closed shop for many. We are challenging that by celebrating and investing in diverse and inclusive ways of working so our trustees, team and audience directly reflect our audiences and our ambitions for a more inclusive sector. If you are from a background that is underrepresented in the arts and cultural sector and you would like to apply for this post, we encourage you to do so.

If you would like to have a conversation with our Executive Director in advance of sending an application, you can do this digitally or, over the phone, if you pre-arrange the call time. Please email: clare@meadowarts.org

How to Apply:

We really want to recruit in a different way. We know that there are many barriers for people applying for jobs, especially in the cultural sector, and we want to make this process as open and supportive as possible.

We are inviting you to send us your CV - up to 2-sides A4 including two named references. PLUS, whatever of the following you are comfortable with, that tells us about your interest in and suitability for the role:

- a letter of application (2 x A4 pages max), OR
 - a video (3mins max), OR
 - a voice memo (3mins max) OR
 - a PowerPoint presentation of up to ten slides/ 1000 words or less
- **Please ensure your name is given on every page /file you submit – this might sound obvious but is often overlooked!**
- **We also ask that you complete this [Equal Opportunities form](#)**

Send everything to clare@meadowarts.org

Timeline

The closing date for all applicants is: 5pm on Thursday 11th November 2021.
Interviews will be held on Thursday 18th /Monday 22nd November 2021.