



Dear Applicant,

Thanks for your interest in the role of Artist Support Associate with Theatre Bristol.

Bespoke artist support has always been at the heart of what we do. We believe that by supporting independent practitioners, we help create the conditions for the most exciting live performance to be made and experienced in Bristol. We understand the word 'theatre' in the broadest possible terms, from circus to live art, dance to script-based plays, and everything in between.

Bristol's is a vibrant, healthy scene. Artists have always supported other artists, whether paid, gratis, funded or otherwise, and the strong and growing creative community has been built here in that spirit of generosity. We believe that voices involved in these often informal and unfunded structures belong alongside those of organisational expertise and experience, at the centre of our approach to supporting artists, informing how we help develop Bristol's creative ecology.

We are therefore working with 3 artists at a time, with contrasting practices and horizons to deliver our artist support programme. Two of our current associates, Gemma Paintin and Emma Williams will be handing over to another pair in early 2018, who will work alongside Karla Shacklock. These are fixed-term, flexible and part-time positions open to current practitioners with a self-starting track record. Each is an excellent opportunity for an artist to share their invaluable perspective and know-how, whilst continuing to develop their own work.

We particularly encourage applications from people whose backgrounds and experience are underrepresented within the creative industries, including Black, Asian and Minority Ethnic and D/deaf, Disabled or neurodiverse candidates.

To apply:

- Read this application pack, which includes Job Description, Person Specification and Guidance Notes
- Find out more about us and our artist support programme at theatrebristol.net
- Explore further reading such as [Come and Play](#) (how we work with artists), [Hey Hey We're 10](#) (our first 10 years) and our [2016-2017 Annual Report](#).
- Complete the application form and [online monitoring form](#)

We hope this pack will help with any questions you might have about the job and the application process. However, if you have any further enquiries or would like an informal chat about the positions please contact Miriam Batty at miriam@theatrebristol.net and include a contact phone number.

Thank you for your interest in Theatre Bristol and we look forward to receiving your application.

Sarah Kingswell

Director of Business Development

'I've been so inspired by this last year. I've loved being part of an organisation that's so empowering and compassionate and run with such energy and integrity, not to mention excellent brainpower. On pretty much every TB day I was excited to be going into work – that's a good hit rate!' Lucinka Eisler, TB Artist Support Associate

JOB DESCRIPTION

ARTIST SUPPORT ASSOCIATE

Hours:	1 day per week Additional 7 days for team activity
Salary:	£24,000 pro rata
Pension:	NEST pension, employer contributions 3% of salary
Holiday	20 days pro rata, office closure over Christmas and public holidays pro rata
Length of contract:	12 months
Employer:	Theatre Bristol
Location of post:	82-84 York Road Bristol BS3 4AL

Responsible to: Director of Business Development

This role will also be mentored for an introductory period by a previous Artist Support Associate

JOB PURPOSE

To support Bristol's independent artists to develop and present excellent live performance, building and sharing in-depth knowledge of artists' practice within the organisation, and the city's wider theatre ecology.

KEY DUTIES AND RESPONSIBILITIES

As one of three Associates, you will be responsible for developing Theatre Bristol's supportive relationship with a large number and diverse range of artists. This will primarily happen through hosting regular one-to-one Artist Support meetings, and maintaining contact afterwards as appropriate. Part mentor, part consultant, from sounding-board or sign-poster one minute to creative counsellor the next, areas your advice will be sought on may include anything from funding applications to project management, fire-fighting to long term planning; you will help artists refine and effectively communicate their unique visions.

Where you will often be the first point of contact for practitioners starting out on their journeys, the service is for all artists, including those with years of experience. Knowledge of their work is key, so you will regularly see the shows of those you're supporting, and provide critical feedback where appropriate.

You will be an advocate for good practice, and a conduit within 'the industry' too: it will be your business to know the lie of the land; keep up-to-speed on opportunities in Bristol and beyond; and to join dots for people, bridge gaps and beat drums.

The knowledge you gather on the ground will make a key contribution to Theatre Bristol's thinking, so you will plug in to the organisation's network, team and resources, attending meetings as required and sharing information from your contact with artists and their work. You will be responsible for writing a number of the widely read weekly e-bulletins, and for encouraging the artists you work with to make good use of www.theatrebristol.net. You will work with the Theatre Bristol team to evaluate your experience, and facilitate an effective handover to the Associates that follow after you.

PERSON SPECIFICATION

ESSENTIAL

- A respected artist working in live performance, with an exciting creative project in the pipeline over the period of employment
- A track record of proactive producing (of your own, and/or others' work), to include experience of successfully applying for funding from Arts Council England
- In depth, on-the-ground knowledge of the theatre landscape in Bristol, well networked locally, and able to see work in the city on a regular basis
- A demonstrable generosity and openness in own practice and work (for example, through sharing knowledge with peers, creating opportunities for others etc.)
- A curiosity for work and approach outside of own artistic discipline, aesthetic, form etc.
- Confident in giving sensitive critical feedback
- Strong organisational skills, with an ability to self-manage and motivate
- High-level written communication skills
- IT literate

DESIRABLE

- Knowledge and experience of successfully making and presenting work in other UK regions
- Tour booking and management experience
- Resourceful approach to funding work outside of ACE's GFtA programme
- Experience of working with a producer

- Financial management and numeracy skills
- Leadership role in supporting others
- Some professional experience of teaching/delivering learning and/or mentoring

TIME FRAME

Application deadline:	9am, Monday 29th January
Shortlist contacted:	Wednesday 7th February
Interviews:	Wednesday 14th February
Expected start date:	March 2018

GUIDANCE NOTES FOR APPLICANTS

Please note we only accept applications using a Theatre Bristol application form, please do not attach testimonials or CVs. The closing date for receipt of completed applications is 9am, Monday 29th January 2018. We regret that applications received after that time cannot be considered.

Please email your completed applications to recruitment@theatrebristol.net.

Please make sure you have fully completed the Application Form, and the Equal Opportunities monitoring form.

- **Please note that the preferred format to receive applications is by email.**
- **Please insert YOUR NAME: APPLICATION FOR ARTIST SUPPORT ASSOCIATE as the subject.**

Shortlisted candidates will be contacted by email and invited to an interview on Wednesday 14th February in Bristol.

If you have any difficulties completing the form, if you require it in a different format, or for further information please contact miriam@theatrebristol.net.

Whilst we will do what we can to accommodate applicants' prior engagements, please do your best to ensure you are available on the interview date.

Please check this box to confirm you have completed an equal opportunities monitoring form

Please **[click this link](#)** to be taken to the equal opportunities monitoring form. (Insert link)