

January 2019: Artist Support Associate

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 a team of artists with contrasting practices and horizons to deliver our artist support programme.

In this recruitment round we are looking to appoint a pool of at least three artists who will start at different times during the year depending on their availability. We need at least one Artist Support Associate to start in April and at least one to start in June. All Artist Support Associates will work with us for a minimum of one day a week for a minimum of 12 months.

These flexible positions are 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 Sarah Kingswell at sarah@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

- Reports to:** Creative Director
- Contract:** Fixed term part time contract minimum 1 day/week, for a minimum 12 months
- Salary:** £27,000 p/a pro rata
- Pension:** NEST pension, employer contributions 3% of salary
- Location:** Theatre Bristol office, The Fire Station, 82-84 York Street, Bristol BS3 4AL
- Holiday:** 20 days plus Statutory Public Holidays and closure over Christmas and New Year pro rata
- Probation:** 2 months probationary period

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.

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. The new role of Creative Director will support and lead the team of Artist Support Associates. They will shape and share the learning from the Artist Support team, using the knowledge you gather on the ground to inform Theatre Bristol's strategy and drive conversation and change in the wider sector.

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 Arts Council England's funding 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: Thursday 28th February, 9am
Shortlist contacted: Monday 11th March
Interviews: Tuesday 19th March in Bristol

GUIDANCE NOTES

Please do not attach testimonials or CVs. Applications must be made via an application form that you can download via the job listing.

We generally receive applications by email, but let us know if you would like to submit your application in an alternative way. If you would like help completing the application form, for example to have someone transcribe, or you would like to submit your application in another format, please contact our administrator Ella Best (ellabest@theatrebristol.net), or call the Theatre Bristol office on 0117 373 0873. If there is no reply then please leave a message and someone will call you back. We are a part time team so this may not be immediately, but we will contact you.

Please ensure you have completed the equal opportunities monitoring form. This can be accessed via a link at the bottom of this document.

For email please insert **YOUR NAME: ARTIST SUPPORT ASSOCIATE** as the subject.

Please email your completed applications to recruitment@theatrebristol.net. The closing date for receipt of completed applications is **Thursday 28th February, 9am.**

SHORTLISTING AND WHAT WE'RE LOOKING FOR

Shortlisting will take place as soon as possible after the closing date. We will go through your application in detail looking for specific evidence that you possess the knowledge and skills required for the role; the more evidence you provide, the stronger your application is likely to be. Don't just tell us you've got great organisational skills; tell us about when and how you've used them.

You might find it easier to use each of the skills we are looking for as a heading and to write a short paragraph about each one. When writing your supporting statement we recommend a word count of around 1000 words.

Shortlisted candidates will be contacted by email on Monday 11th March and invited to an interview on Tuesday 19th March in Bristol.

If you are not shortlisted we will notify you by e-mail. Unfortunately we do not have capacity to give feedback to people who are not shortlisted for interview, but if you are interested in a career in the arts you are welcome to come and meet the team at one of our Open Office events, or talk to an Artist Support Associate.

INTERVIEW

Interview panels vary but interviews are generally conducted by the Line Manager of the role together with one other person from Theatre Bristol and someone who does not work for the organisation.

OFFER OF EMPLOYMENT

All offers of employment are made subject to contract, receipt of at least two suitable references and documentation confirming your eligibility to work in the UK.

ACCESS AND EQUAL OPPORTUNITIES

If you have any difficulties completing the form, if you require it in a different format, or for any support in making your application please contact ellabest@theatrebristol.net

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

We hope you find this information helpful and wish you the best of luck with your application.