

Recruitment Pack

Post of Artistic Lead

Ort Gallery



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Job Description

Reporting to: Directors

Location: Ort Gallery, 496 Moseley Road, Birmingham, B12 9AH & from home

Salary: £22,500 pro rata, works out as £18,000 per year for 4 days a week*

1-year fixed term contract with the view to extend this to be a 4-year post

About the Post:

This is a really exciting time to join Ort Gallery. Ort started in 2011 and looking back over 10 years we know we have an amazing track record but we also want to do better going forward. We have spent the last year looking inward and have strengthened our small organisation by infusing it with warmth and care. We want to be the change we want to see in the arts: an inclusive, warm, supportive employer working towards social justice in our hyperlocal venue.

The artistic lead will be a new post. The person joining the organisation will be part of a supportive team where each individual works in a self-managed way. This means you will have autonomy over your role and we will make decisions as a group instead of being told what to do by the 'higher ups'. We will be responsible to ourselves, the team and the community we serve.

*The fee advertised for this post is currently lower than we would like. This is because we are project funded and are yet to secure core funding. You will therefore initially have a

1-year fixed term contract. We want to work with you to extend this contract to a maximum of 4 years in total and increase the fee to be nearer £25 to £30k. We are aware this is an ambitious proposal but we also know that our team is capable of achieving our ambitious goals.

Moreover, you will be supported throughout your time at Ort Gallery. **We want to encourage people to apply for this role with little or no leadership experience.** This is because we believe that the arts industry is made up of too few people from marginalised backgrounds and we are passionate to support these individuals to reach these roles with proper dedicated support. For the first 5 months in post, you will essentially share your role with the existing artistic director before she leaves the post to you. This is not to intimidate you but to ensure you are ready and feel supported.

The post of the Artistic Lead is a facilitative leadership role. This means that we work with people to achieve our shared goal of 'Warmth'. You will work with our existing groups, with exciting artists and curators to bring about new projects that are ambitious and daring. But we want to do this in a caring and supportive way, because we believe that care is radical.

The Artistic Lead will work closely with the team to:

- take the lead in planning for future programming
- overseeing specific exhibition projects and associated events
- managing and supporting curators and artists
- looking after the artist membership
- overseeing the team's work and ensuring we all work towards our 'Warmth' goal
- engage individuals from the local community in the creative work Ort Gallery programmes
- facilitate dialogue between people from different social backgrounds through every day interaction, social media and events
- be a point of contact for audiences and support visitors to experience the exhibited art work
- support fundraising where appropriate
- look after the marketing and PR (Press Releases, Newsletter)
- general admin including emails, meetings and phone-calls
- support the maintenance of existing partnerships as well as the creation of new partnerships in the industry and community

Responsible for:

The artistic lead is responsible for the exhibitions programme and associated events. They will be co-designing and planning these with curators, artists, producers and community ambassadors, support artists as required, organise and budget for the different parts of the programme and liaise with partners. They will ensure exhibitions and events run smoothly and reach their potential.

The events programmed will draw on subjects found in the exhibition programme supporting audiences to connect to the work, be more likely to return to exhibitions at Ort

Gallery and other exhibition spaces and feel engaged in their community. The programme will take the shape of talks, discussions, poetry performances, participatory workshops, open submission exhibitions, outreach work, performances and more.

Following covid-19 related lockdowns of the gallery we are entering a new phase of our work where we will need to support our community to look after their wellbeing. We are looking for a motivated and creative individual who is passionate about social justice and the role the arts can play in making our society better and fairer.

We are keen to support individuals with their professional development, and we will be offering relevant training and support you throughout your time in our organisation.

This is a fixed-term post but with the view to extend it to the full 4 years in total. Some weekend and/or evening work will be required on occasion. The working hours are flexible and work will take place at Ort Gallery as well as from home, we will work out the hours with you once in post to suit the whole team. We are a Disability Confident Employer and aim to adjust our working environment and methods to the needs of our staff. We are a Living Wage Employer and we adhere to the Paying Artists Guide.

Succession Plan:

As part of our 'Warmth' work we decided to have our artistic lead as a role with succession planning included into the job description. This means the post holder will only stay in post for a maximum of 4 years and be part of shaping the organisation during this time. They will then move on but can take up a second term of 4 years as long as there is a gap between terms. They cannot take up a third term. This way we ensure lots of people get the opportunity to be part of the leadership of an organisation and gain this experience. They may stay on at the organisation in another role following their term as artistic lead.

As you will be the first artistic lead, we understand that some aspects of the role are still untested and we will support you throughout.

Person Specification

A person specification describes the areas of knowledge, skills and experience a person should possess in order to take up the post.

- Experience of working in a gallery or similar organisation or experience of working with audiences or community groups
- The ability to communicate with a wide range of people
- The ability to remain calm in difficult situations and when faced with complaints
- Sensitivity towards cultural differences
- The ability to support, nurture and motivate others
- A commitment to continuing professional development and improving their professional practice
- A commitment to equality and diversity

- A passion for the arts
- A commitment to promoting arts to everyone in society
- Ability to work collaboratively
- Sound written and oral communication skills

Support ahead of applying

We want to support people before they make a decision to apply to this role to ensure you feel confident that we are the right employer for you. Please get in touch with us to take up the following opportunities:

- Warmth training via zoom
- Practical shadowing of the team in person
- A one-to-one chat with someone from the team to answer any questions

How to Apply

To apply for this post please send a cover letter (max. one A4 page), your CV and a completed monitoring form to: info@ortgallery.co.uk. You can also send a video or voice recording instead of a cover letter.

Deadline

All applications must be received no later than midnight on **Friday the 15th October 2021**.

Short-listing

Shortlisted candidates will be informed within 2 weeks of the deadline.

Interviews

Shortlisted candidates will be invited to an interview via Zoom (free online meeting software – we will support you to access this) or in person in the first week of November 2021.

Application Guidance Notes

Ort Gallery is committed to principles of diversity and equality and this is firmly established in our recruitment process. Personal information and the equal opportunities monitoring section of the application form are removed before consideration by the panel. No job applicant or employee receives less favourable treatment than another on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics under the Single Equality Act 2010).

Black, Asian, minoritised community, disabled and candidates from the LGBT+ community are particularly encouraged to apply for the role. We pledge to interview every applicant from a B10, B11 and B12 postcode as well as every applicant who identifies as disabled who fulfils the basic requirements for the post.

If shortlisted we will ask candidates for any adjustments needed to make the interview process suitable to all applicants.

Ort Gallery | 496 Moseley Road Birmingham B12 9AH | ortgallery.co.uk | 07938428394

Monitoring Form

(Please complete this monitoring form to help us report to our funders successfully. Failure to fill out this form will not affect your application. We will remove this form before considering your application.)

How would you describe your sexuality?

Heterosexual / Straight Lesbian Bisexual / Pansexual Gay Queer

Prefer not to say Other - please specify: _____

What is your gender? Female Male **Do you identify as trans?** Yes

No

Prefer Not to Say Other - please specify: _____

What is your age? Under 16 16-24 25-34 35-44 45-64 Over 65

How would you describe your ethnicity? _____

What is your Nationality? _____

Do you come from a low socio-economic background? Yes No Prefer not to say

Do you have a long-term physical or mental impairment/condition? Yes No

Prefer not to say

Do you identify as disabled? Yes No Prefer not to say

How would you describe your religious beliefs? _____

I am not religious Prefer not to say

Are you...? Employed Self-employed Unemployed Student Retired

Prefer not to say Other - Please specify: _____