

Artist Caretaker (Maternity Cover)

Fixed Term Contract: 3 August 2022–14 October 2023

Hours: 0.6 FTE (22.5 hrs per week, usually over 3 days, but working pattern varies depending on activity).

Salary: £16,800 per annum, (£28,000 pro rata).

Closing date for applications: Monday 6 June, 2022

Interviews: Friday 17 June 2022

We are seeking an experienced artist, artist-curator or artist-organiser to work alongside Ruth Claxton, Gavin Wade, the Eastside Projects team, and EOP members to devise, produce and deliver a dynamic programme of overlapping strands of activity that support our diverse membership, and wider audiences including:

- **Public Programme** - live and online events which introduce audiences to exhibitions, artists, ideas and Eastside Projects.
- **EOP Programme** - you will lead our [artist development programme](#), supporting the membership of over 300 people with live and online activity like [talks](#), [workshops](#), [toolkits](#), [Crit Clubs](#) and [1-2-1's](#).
- **EOP Projects** - opportunities for EOP members to share work, develop their practice in public, and shape EOP including [Summer Camp](#), annual [EOP Members Project](#), [Winter Art Fair](#), [Still there are Seeds to be Gathered](#) and the [EOP Thinkers](#).
- **Partnership Projects** - You will lead on [The Exchange](#) and [Kaleidoscope](#) and support our contribution to *The Syllabus*.

We particularly welcome applications from candidates who have Black, Asian or Global Majority heritage and/or who are from lower socio-economic backgrounds.

If you have any access needs in relation to the interview, or the role more broadly, please let us know in your letter of application. If you would like to speak to someone in advance of making an application please drop us an email on info@eastsideprojects.org.

If you have any questions about the role that are not answered by this info pack please drop us an email on info@eastsideprojects.org and a member of our team will be in touch.

Personal Specification

This role is hands-on and delivery-focused. We are looking for someone who is a natural collaborator, who is attentive, who listens, takes note, reflects, and responds. You will have an active practice of your own, so have lived experience that you can draw on when supporting artists with diverse practices and backgrounds.

Essential	Desirable
Minimum of five year's practice as an artist, artist-curator or artist-organiser.	
Excellent knowledge of the UK's visual arts ecology and the evolving conditions of contemporary art production for artists.	Experience of devising public programming which connects audiences and communities to artists, to practice, and to projects.
An interest in collaborating and co-imagining projects, programmes and events with others.	Experience of collaborating, co-imagining and organising projects, programmes and/or events with others.
Experience of supporting and/or mentoring artists as they develop new commissions, projects, exhibitions and/or programmes of events.	Experience of devising and/or delivering artist development programming.
Experience of working within a team and proven ability to create positive working relationships.	Experience of working in an artist-led context, or a small scale arts organisation.
Excellent organiser with project management experience including planning, scheduling, identifying resource needs, monitoring projects.	Experience of analysing data and contributing to reports for partners and funders
Experience of managing budgets,	Experience of fundraising for projects
Good problem solver with experience of working with artists and others to find creative and practical solutions to bring ideas to life.	
Able to manage pressure, deliver to deadlines and work on multiple projects simultaneously.	
Experience of working in a range of contexts, engaging with different communities and audiences.	Able to confidently build and sustain relationships with wide ranging collaborators, partners, audiences and stakeholders.
Able to work on your own initiative and manage own time and workload.	Living in, or prepared to move to, Birmingham or the West Midlands
A starter-finisher, with a flexible and creative approach, able to anticipate problems, spot opportunities and find solutions.	
Excellent written and verbal communication skills.	Experience of producing audience facing copy for PR, marketing, websites and social media.
Excellent hosting skills. Outgoing and happy to be at the centre of the EOP community. You will be confident in your ability to be a public face of EP.	Experience of leading, introducing and facilitating a range of public activity (events, workshops, exhibition, talks, tours etc).
Experience of safely managing public events	Experience of writing risk assessments

About Eastside Projects

Eastside Projects Makes Art Public

We aim to SUSTAIN, COLLABORATE, BE OPEN and EMBED

Eastside Projects is an artist-run multiverse based in a free public gallery in Digbeth. We say multiverse because 'organisation' or 'space' are not enough. We mean that we imagine Eastside Projects as a place where

multiple narratives & experiences coexist, where we make visible an evolving set of possible realities beyond the observable one in which we currently live.

We commission artists, make art, think-in-public, curate exhibitions, programme events, work alongside communities, build relationships, create production facilities, support artists, produce public art projects, generate and apply research, develop talent, train artist-curators, and imagine new realities.

Eastside Projects is an evolving process. We aim to be the dreamers & doers, collaborators & supporters, guests & hosts, working alongside communities to imagine & co-evolve our civic infrastructure and do so to support Birmingham. Our programming aims to build active communities of interest who contribute and co-produce, rather than simply consume culture. Since 2007 we have brought world-class art to our city, now we want to build a constellation of collaborators who, with us, will explore and expand the role of the artist in public life & support our city and its citizens.

Together we make art.

To find out more visit www.eastsideprojects.org and www.eastsideprojects.org/esp/

Please also read our Code of Conduct before applying. You will find it at <https://eastsideprojects.org/about/code-of-conduct/>

Application Process

Closing date for applications: Monday 6 June, 2022

Interviews: Friday 17 June 2022

- Please send a **CV and letter of application saved together as one PDF**.
- The letter should be no more than two sides of A4 long and should tell us how you think your experience meets the personal specification, what interests you about the post and why you want to work with Eastside Projects and EOP.
- Please include your name, address, email address and telephone number

Please submit your application by email to ruth@eastsideprojects.org with the subject heading 'Artist Caretaker Application'.

Please also complete an **Equal Opportunities Monitoring form** which you will find at <https://forms.gle/NJoqMbpVeKnDVSpZg> This information is used to understand more about who the opportunity has reached so we can improve our recruitment processes. We may also use it to take positive action to address issues of under-representation when shortlisting candidates for interview.

We anticipate the application process will be competitive. Unfortunately as a very small team with limited capacity we will not be able to offer feedback to applicants who are not shortlisted for interview.