

## **Community Campfires Scotland's Year of Stories Residencies**

**This is an opportunity for a freelance tour manager, to be part of the creative team delivering Scottish Book Trust's Community Campfire Residencies as part of Scotland's Year of Stories. Each residency is hosted by one of Scotland's library services.**

**These residencies are supported by EventScotland as part of Scotland's Year of Stories 2022**

### **Residencies**

- w/c Mon 18<sup>th</sup> April, Mon – Fri, North Ayrshire
- w/c Mon 25<sup>th</sup> April, Mon – Fri, Inverclyde
- w/c Mon 23<sup>rd</sup> May, Mon – Fri, Fife
- w/c Mon 30<sup>th</sup> May, Mon – Fri, Western Isles

Currently residency activities are planned to be in person, with the possibility of some online/hybrid delivery – but we are flexible and open to working with story makers who prefer to deliver remotely. Obviously, should any of the guidance around covid change again, we will explore more online/remote delivery of elements of the programme as required.

### **The Role**

We are looking for a freelance tour manager to work with us for twelve weeks to lead the final set up of the residencies, in liaison with the wider project team and the host library services. You will be responsible for the overall running of each residency once the team is on site in each location, and contribute to the conclusion of the residency programme once the final residency is complete. It is anticipated that those twelve weeks will be laid out as follows:

Final set up, first two residencies – w/c March 28<sup>th</sup> for 3 weeks

First two residencies – 18<sup>th</sup> – 29<sup>th</sup> April,

Final setup remaining two residencies – w/c 2<sup>nd</sup> May for three weeks

Final two residencies – 23<sup>rd</sup> – 3<sup>rd</sup> June,

Project wrap up, documentation, monitoring and evaluation – w/c 6<sup>th</sup> June for two weeks

### **Fee**

We are offering a fixed fee of £6000 for this project.

### **The Project**

As part of the 14<sup>th</sup> year Scottish Book Trust's annual Your Stories campaign, and to celebrate Scotland's Year of Stories 2022, we are running four mini story-making

residencies in communities across Scotland. Residencies will be delivered in partnership with four library services, and focussed around the Story Wagon. Over 5 days we will support people in the community to tell the stories from their lives that matter to them, around five thematic strands:

- **Tales to Treasure** – what is the one story you want to pass on to others, who passed it on to you, why do you want to pass it on – family, community, friends?
- **Making it home** – stories of coming to Scotland, finding your place in the world, the things that make a place feel like home – what you bring with you, what you find.
- **Origin Stories** – the one story that tells you how I became who I am, my story of myself, like the superhero origin story – the story that grounds my identity
- **Community Legends** – who are the people who made and make your community. Who are the people everyone knows, everyone has a story about. Why should they be remembered?
- **Finding my Place** – what is the story of the place where you feel most you? How did you find it, how did you know when you got there. Is it a landscape, or a building, or a group of people or a language?

Participants will be able to tell their stories in a range of formats, working with artists from the story-making team. If they wish to, each participant will be able to submit one completed true story, in any of the available formats, to the Scottish Book Trust Scotland's Stories campaign.

Each residency will end with a "Community Campfire" – an event for the community to share the stories they have made over the preceeding five days.

### **The Team**

**Luke Winter and Story Wagon** – the Story Wagon will be the heart of each residency, discoverable within communities and offering the opportunity for members of the public to take part by either writing their own story or work with Luke on writing their story. (On each site for 5 days.)

**Tour Manager (this role)** – will work over all of the residencies and lead the onsite delivery.

**Marjorie Lotfi, Open Book** – will join the team for the last day of each residency to support participants to edit/refine their stories and to lead pulling community stories together for the Community Campfire (on each site for at least 1 day)

**Digital Storyteller** – will deliver an intensive 3 day workshop for 6-8 participants to make their own digital stories from scratch (on each site for 4 days)

**Podcaster** – will offer supported, question led opportunities for participants to be recorded/filmed telling their stories – these methods of story gathering may support those less confident in sharing their voice (on each site for 4 days)

**Filmmaker** – will work with at least one group to make a short film of a story important in their community (on each site for 4 days)

**Storyteller** – will offer a one day workshop on storytelling from life. They will be commissioned in partnership with the Scottish Storytelling Network (different for each residency – on site for 1 day)

**Author**– relevant to, and familiar with the local community, will run two inspiration workshops on one day of the residency. They will be commissioned by Scottish Book Trust in consultation with the host library service. (different for each residency – on site for 1 day)

### **Main Responsibilities:**

#### **In advance of the residencies**

- With the library service, ensure all required permissions are in place for each siting of the Story Wagon
- Ensure all risk assessments are in place for any workshop, activity or event to be delivered as part of the project, including any risk assessment for Covid 19 guideline – liaising with the host library service and any other venue
- Working with the Reading Communities Administrator ensure that all travel plans and any accommodation is in place. Particularly liaising with Luke Winter of Story Wagon to ensure that travel plans and timelines are feasible, safe and any travel bookings such as pre-booked ferry travel are confirmed
- Work with the reading communities team to finalise all processes required for the residencies are in place – permissions and submissions forms for participants, monitoring and evaluation processes etc
- Working with the reading communities team to ensure all materials required for each residency are in place including – permissions forms, submissions forms for Your Stories, monitoring and evaluation tools
- Working with the Reading Communities Manager and Co-ordinator and the host library service to confirm skeleton plans – site, audience capacity, tech requirements, catering- for final community campfire
- Working with host library services to confirm sites and staffing for any workshops.
- Setting daily schedules for each residency in advance of delivery

#### **During the Residencies**

- Being the central point of contact on site for the residency throughout each week
- Leading on adherence to health and safety requirements and best practice during the residencies, in liaison with host library staff
- Managing the staff support for story makers – allocating SBT and host library staff to particular sites/workshops as required – particularly ensuring enough people are available to support the installation and strike of the Story Wagon every time it moves site
- Working with SBT Staff, Story-Makers and the host library service to confirm final plans –performers, final tech requirements, running order etc - for final community campfire
- Maintaining contact with each workshop/location throughout each day
- Collecting and securing permission forms, submissions forms and any monitoring and evaluation tools at the end of each day.
- Being lead contact for any travel and accommodations bookings throughout each residency
- Monitoring any day to day expenditure required throughout the residencies.

## After the Residencies

- Ensuring all forms/monitoring and evaluation data are safely collected, stored and collated – with the Reading Communities Administrator and lead library contacts
- Ensuring any Scottish Book Trust equipment is returned and safely stored
- Ensuring all receipts/expenditure are logged and processed
- Liaise with the host libraries to ensure project is tied up successfully at their end and to share copies of any relevant permission forms and stories generated by the project.

## Person Specification:

- Experience of managing tours particularly in community settings
- Experience of delivering projects in partnership with local organisations
- Experience of working with artists – preferably in multi-artist projects
- Experience of managing tour expenditure
- Strong and engaging communicator with good facilitation skills
- Professionalism and enthusiasm
- A strong attention to detail and the ability to maintain a clear-sighted overview of a project with many moving parts
- Experience of gathering monitoring and evaluation data.
- A positive approach to inclusion, with experience of adapting facilitation and delivery to the needs, circumstances and preferences of diverse audiences.
- Existing Basic Disclosure is preferable

## Application Process

### **Stage 1 DEADLINE FOR APPLICATIONS: 5 pm Monday 21<sup>st</sup> February**

Creative Practitioners can apply by submitting a c.v and a covering letter at the link below .

### **Stage 2:** Interviews: week of 27<sup>th</sup> February

### **Stage 3:** Successful candidates informed, dates confirmed: week of 6<sup>th</sup> March

Appointment of the Tour Manager may be conditional on securing clearance from Disclosure Scotland. Scottish Book Trust is committed to offering equality of opportunity and will consider all applicants who meet the essential criteria for the role. This information can be made available in other formats on request. If you need assistance to submit your note of interest or have any other access needs, please contact us for advice.

## HOW TO APPLY

If you are interested in applying for this position, please follow the instructions to submit a c.v. and covering letter detailing your relevant experience and creative practice here:

<insert link to Breathe>

If you have any queries, please contact Rachel Gray [rachel.gray@scottishbooktrust.com](mailto:rachel.gray@scottishbooktrust.com)

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