

VASW Network Regional Producer, 3 days a week, £28,000 per annum

Deadline for applications 8 July at 5pm

Visual Arts South West (VASW) is seeking to recruit a Regional Producer who will lead on the next phase of Together We Will and deliver the network's objectives regionally and nationally.

- 3 days per week till June 2024 (with potential for extension subject to funding)
- £28,000 pro-rata (£18,754 per year)

Office is based at Spike Island, fixed term contract (with potential for extension subject to funding), however if you live in another area of the South West region home working and agreed days in the office will be considered.

Responsible to: Employed by Spike Island, the post holder's activity is line managed by the Manager of VASW and is responsible to the VASW Board of Directors and Steering Group

Responsible for: Joint responsibility for Administrator, 1 day a week

Requirements: Ability to travel in the Southwest and nationally

Internal and external relationships:

Internally the post is funded through the NPO agreement with Spike Island, but the post holder's main relationships are with the VASW Board of Directors, Steering Group and VASW staff.

Externally, alignment and close engagement with CVAN National Director and CVAN regional network coordinators is required alongside stakeholders and funders from Southwest, national partners (Arts Council England) and VASW network members (e.g., artists, independents, National Portfolio Organisations, national bodies).

The role is expected to collaborate and be a proactive team member working across the organisation when required.

About Visual Arts South West (VASW)

Since its inception in 2010, Visual Arts South West has supported the needs of artists, professionals and organisations in the South West region of England. It has also sought to represent and advocate for this community as an important group, a network, within the wider arts sector. Working in partnership with its members, cultural organisations, funders and stakeholders, VASW coordinates events and provides opportunity for SW based artists to strengthen their ability to succeed.

We act in strategic ways to elevate South West potential for the visual arts, including maintaining a website, promoting network activities and frequently supporting the creation and circulation of sector-facing information and reports. Our goal is to ensure that the network can exchange ideas and knowledge between its members to develop fresh perspectives for long-term sustainability.

Visual Arts South West is a sector support organisation. Our mission is to advocate for people in the visual arts to enable the sector to thrive in South West England.

Our core aims are:

- Increased recognition of the value of the visual arts locally, regionally and nationally.
 - We seek to uplift organisations and artists in the region with our [What's On](#), [Directory](#) and [Opportunities](#) sections. All users have to do is [make a profile](#) and they can submit listings.
 - Our newsletter reaches thousands in the region and beyond with our latest news and highlighting regional events.
 - As part of the [Contemporary Visual Arts Network](#) (CVAN) we campaign for national recognition of visual arts and those working within it.

- Development of a sustainable, supportive and inter-connected sector.
 - By delivering sector support projects like [West Of England Visual Arts Alliance](#) we see to foster resilience in our region.

- We are bringing together Associate Programmes across the region to enable their resilience so they can help and support artists and independent art workers.
- We understand that no two areas are alike - we run events such as [VASW forums](#) to help us understand specific local issues and allow those working in the visual arts to connect to others in their area. We are hosting a forthcoming symposium at the British Art Show in Plymouth.
- To tackle structural and systemic issues in the sector.
- We worked with artists from marginalised backgrounds to create the [Together We Will recommendations for best practice](#). Individuals or organisations can [pledge](#) to uphold these.

Our vision is one of justice, inclusion, success, and celebration for all across the visual arts. Join us as we make it real.

VASW Governance

Part of the national CVAN initiative, VASW is overseen by a Board of Directors and an independent Steering Group, comprised of 8-12 people representing the following sectors:

- NPOs
- Independent artists, producers and curators
- Independent organisations (Non-NPO/
- Higher Education sectors

The representation sets out to reflect the geographic spread of counties of Cornwall, Devon, Dorset, Gloucestershire, Somerset, Hampshire and Wiltshire and the unitary authorities of Bath & North-East Somerset, Bristol, South Gloucestershire, Bournemouth & Poole, Southampton, Plymouth, and Torbay

WEVAA Objectives

- To support the development of partnerships and collaborative working.
- To invest in establishing a sustainable increase in professional development opportunities and commissioning capacity for visual arts in Bristol and the West of England.

To bring about this step change, Spike Island (SI) and Visual Arts Southwest (VASW) have established and will co-lead a consortium partnership - the West of England Visual Arts Alliance (WEVAA). Other partners include Bath Spa School of Art (BSA), Bristol City Council (BCC), the Brunswick Club (BC), Creative Youth Network (CYN), Culture Weston (CW), North Somerset Council (NSC) and UWE Bristol (UWE).

Our collective vision is for the visual arts community in Bristol and the West of England to be more progressive, sustainable, and inclusive by 2024. Led and enhanced by a consortium partnership of arts organisations, Universities and Councils, this programme of work taking place across the geographical triangle of Bristol, Bath and Weston-Super-Mare will have a long-lasting impact on the profile, dynamism, and resilience of the visual arts in the region.

About Contemporary Visual Arts Network (CVAN)

Visual Arts South West is part of the national CVAN, a national consortium of artists, arts professionals and arts organisations in England dedicated to working together to strengthen the connection across the visual arts sector, advocate for the benefit the sector brings nationally and support the arts more broadly. Representing the sector across England are regional CVAN organisations, each with their own particular focus and identity. Together these groups form a national network.

Whilst each regional group has a unique structure to reflect its own circumstances and priorities of its region, the purpose of the network overall is to connect people working across the visual arts, and with professionals in other fields regionally, nationally, and internationally, to share information, ideas and resources. CVAN is dedicated to working together to realise a stronger visual arts sector for the benefit of artists, arts organisations, and audiences, present and future.

Job Purpose

The Regional Producer will work closely with the Manager and support the Board of Directors, Steering Group and network members, to lead activities and to deliver on the network objectives within the region and nationally. They will lead on the development and delivery of the next phase of our [Together We Will](#) programme and will play an active role in the national CVAN network to ensure a South West voice is part of the national agenda.

The Producer will be proactive in developing stakeholder relationships and identifying programmes and undertaking fundraising to further VASW's impact. This post will be a positive advocate for the ecology of the visual arts in the South West supporting development through connectivity, knowledge sharing and strategic intervention working within the region and as part of the CVAN network nationally. Central to this will be the development of an evidence base highlighting the prospective health and sustainability of the contemporary art sector, in collaboration with the CVAN Director and CVAN regional networks.

The role is expected to collaborate and be a proactive team member working across the organisation when required.

Key accountabilities/primary responsibilities

Strategy and Business Planning

- To lead on the development and delivery of the next phase of our Together We Will programme, in consultation with the Manager.
- To support the implementation of VASW's strategic plan, in consultation with the Manager.
- To step in for the Manager when required.
- To research, develop and implement VASW's programme and in sync with stakeholder and/or partner agreements on relevant activity strands.

Fundraising, Relationships and Resourcing

- To fundraise for VASW SW regional programme
- To facilitate and develop a culture of knowledge exchange across the regional network, and with other national networks, including identifying and establishing events, systems and programmes that are both relevant and impactful.
- To represent VASW with stakeholders, brokering partnerships within the contemporary visual arts sector and beyond (e.g., local authorities, HEIs, creative industries) to embed SW visual arts within cultural strategy, policy and practice at local, regional, and national levels and ensuring visibility at relevant and partnered events.
- To identify additional resources for activity, working with stakeholders across the region through strategic and agreed use of VASW presence and funding.
- To be aware at all times of the implications of diversity for the arts, and to promote diverse perspectives, in all activities undertaken.

Finance and administration

- To work with Steering Group Treasurer and Spike Island in overseeing financial activity and delivering to budget, presenting management accounts to the Co-Chair on request and in meetings as appropriate including for AGM approval.
- To produce written quarterly and annual progress reports outlining the networks activities and plans. To ensure production and delivery of evaluation and reports, as necessary, for funders on relevant delivered activity.
- To work with the National CVAN Director, providing reports as appropriate, attending CVAN meetings, circulating information and representing VASW at a national level.

- To deliver evaluation of the SW region and contribute to CVAN's national activities, in alignment with CVAN Director, stakeholders and partners.
- To maintain appropriate records and files of the network and ensure safe storage in formats easily accessible to the VASW Board of Directors and Steering Group.

Person Specification:

Criteria	Essential	Desirable	Assessed
<p>Qualification, knowledge and experience:</p> <ul style="list-style-type: none"> • Educated to degree or equivalent • Working knowledge of and interest in contemporary visual arts sector and related policy issues • Good understanding of the cultural, social and political content and opportunities for VASW and CVAN • Experience of working with diverse groups • Knowledge and commitment to equality, diversity and inclusion and the Creative Case for Diversity 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>	<p>Af / I / P*</p>
<p>Planning and organising:</p> <ul style="list-style-type: none"> • Track records of delivering multi-stakeholder projects, campaigns in the cultural or creative industries • Experience of developing and delivering against business plans • Proven research and organisational skills. • Proven ability to plan, manage and 	<p>✓</p> <p>✓</p> <p>✓</p>		<p>Af / I / P</p>

* Af = Application form | I = Interview | P = Presentation

<p>prioritise own workload</p> <ul style="list-style-type: none"> • Experience of fundraising for the visual arts or comparable sector/s • Administration and financial acumen • Digitally literate, with effective computer and administrative skills • Confident and experienced at managing risk 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		
<p>Problem solving and initiative:</p> <ul style="list-style-type: none"> • Able to develop understanding of long-standing and complex issues and to apply professional knowledge and experience to solve them • A positive attitude and ability to work under pressure • Experience of developing and maintaining partnerships 	<p>✓</p> <p>✓</p> <p>✓</p>		Af / I / P
<p>Management and teamwork</p> <ul style="list-style-type: none"> • Excellent management skills, including experience of managing teams and projects • Flexibility and ability to work collaboratively as part of a small team • Able to proactively work with colleagues across other areas/sectors to achieve outcomes • Able to delegate effectively, understanding the strengths and weaknesses of team members to build effective teams 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		Af / I / P

<p>Communicating and influencing</p> <ul style="list-style-type: none"> • Effective communication and negotiation skills • Strong communicator, able to present to diverse groups in range of settings and be sensitive to content • Excellent written and analytical skills • Confident and experienced in working with across sectors with multiple stakeholders • Interest and appetite for engaging in press strategies and communications activities. • Experience of devising and managing press/PR strategies and communication activities 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>	<p>Af / I / P</p>
--	--	----------	-------------------

<p>Other skills and behaviours</p> <ul style="list-style-type: none"> • Commitment to equality, diversity and inclusiveness and making the Network accessible to all. 	<p>✓</p>		<p>I / P</p>
<p>Special requirements</p> <ul style="list-style-type: none"> • Ability to travel regularly across West of England region and nationally. • Willingness to work evenings and weekends as required. • Based in the South West region 	<p>✓</p> <p>✓</p>	<p>✓</p>	<p>Af / I</p>

Application Process

Deadline for applications is 8th July at 5pm and email to recruitment@vasw.org.uk

- Please send a cover letter (two pages max) outlining why you are interested in this role and your relevant skills and experience with a CV (three pages max) that you feel are relevant to this role - this could include work history, voluntary experiences, or work in informal settings. You do not need to include your education history.

Please save your documents as PDF files.

- Or you can send a video/audio recording of no more than 5 minutes in length. We will not assess the production quality if you choose to apply using audio or video recording.
- If you are applying via audio or video recording, please email us with your contact details.
- We are asking all applicants to fill in an equal opportunity monitoring form. As we are aiming to increase the diversity and representation of our team, it is helpful for us to reference equalities data. We do not anonymise this data, instead we will look at equalities data as part of our shortlisting process.

Selection:

All applications will be read by members of the VASW team. They will consider how each application meets the knowledge, skills and experience described for this role.

Interviews: on Online Zoom Date 14th July

If you are shortlisted for an interview, we will normally contact you by email to invite you to an interview. We will share interview questions with you in advance, usually the day before the interview. The interview will take place via Zoom with 3 members of the VASW team including a representative from the Board of Directors.

If you are invited to an interview, we will ask you for the names of 2 people who can be references. We will not take these up unless you are successful for the role.

Access

If you require this recruitment pack information in a different format or need support in making an application or attending an interview, please contact us at recruitment@vasw.org.uk

VASW is committed to inclusivity and developing equitable practice. This is a reflective and active process. We consider diversity a strength and are keen to make our workforce more representative of the different backgrounds and experiences that make up our communities. We acknowledge the multiple barriers that face many communities, and we work to remove these in our programmes and our organisation. We particularly welcome applications from people who are currently underrepresented in the UK arts sector, including those from Global Ethnic Majority backgrounds, those who identify as D/deaf, disabled or neurodivergent, LGBTQIA+, are early in their careers and those from lower socio-economic backgrounds or living or working in areas of socioeconomic deprivation.