

JOB DESCRIPTION

Post Title: Online Producer

Salary:	£28,000 per annum (pro rata)
Hours:	3 days per week on a 1-year fixed-term contract (with potential for extension)
Location:	VASW Office at Spike Island, Bristol
Application deadline:	Monday 25 th October, midnight
Interview date:	Thursday 4 th November
Start date:	As soon as possible

Visual Arts South West (VASW) is seeking a new Online Producer as part of the West of England Visual Arts Alliance (WEVAA) programme. The successful candidate will be a highly motivated and experienced professional with excellent knowledge, passion and perspective of contemporary visual arts across the South West region. We are seeking candidates with experience in producing professional development programmes and communications and marketing experience. The successful candidate will be a confident and effective communicator with strong negotiation skills, experienced at developing and managing relationships at all levels, and a successful track record in high-quality delivery.

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 many communities face, and we work to remove these in our programmes and 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 socio-economic deprivation.

Responsible to:

- The Online Producer is responsible to the VASW Network Manager and works closely with the VASW Network Producer and Administrator.
- VASW works in close partnership with Spike Island, and VASW roles are employed through Spike Island.
- The VASW Network Manager is responsible to the VASW Board, including the Spike Island Director of Spike Island.

Responsible for:

- Joint responsibility for VASW Administrator and freelancers.

Partners:

WEVAA is co-led by Spike Island and VASW and includes partners Bath Spa University School of Art, Bristol City Council, The Brunswick Club, Creative Youth Network, Culture Weston, North Somerset Council and UWE Bristol.

Timeline:

The WEVAA programme runs from September 2021 to October 2024.

Job Purpose:

VASW will become an increasingly crucial network and resource hub for visual artists based in Bristol and the West of England, delivering an online training programme for the sector. VASW will also support sector development in Bristol, Bath and Weston-Super-Mare alongside Universities and Local Authorities and oversee the WEVAA R&D Fellowships and Bursaries.

The Online Producer will be responsible for delivering an online training programme to support, enhance and up-skill Bristol and the West of England's visual arts sector. This programme will focus on supporting the practices of diverse artists, art workers, and artist-led organisations through fundraising and skills development workshops to equip people for the post-pandemic world better. Aimed at supporting practitioners to develop their resilience and gain new skills, the programme will also be developed in consultation with the sector, based on the changing needs identified across the region. As well as building on the success of VASW's digital programme during the pandemic, staying online is also a sustainable way to make a resource for the organisation to provide a supportive, responsive and prominent resource hub capable of supporting practitioners across the region.

The Online Producer will be proactive in developing stakeholder relationships and identifying 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 responsibilities:

Programme

- Develop, and produce an online talent development programme for practitioners to grow and sustain the visual arts in the West of England and the wider VASW region.
- Manage and produce online content and develop the VASW website as a hub and resource.
- To facilitate and develop a culture of knowledge exchange across the regional network and other national networks, including identifying and establishing events, systems and programmes that are relevant and impactful.
- To deputise for the Network Manager when required.

Communications and Partnerships

- To represent VASW with stakeholders, brokering partnerships within the contemporary visual arts sector, specifically the WEVAA and beyond (e.g. local authorities, HEIs, creative industries) to embed SW visual arts within the cultural strategy, policy and practice at local, regional and national levels and ensuring visibility at relevant and partnered events.
- To oversee communications, ensure that the VASW website and digital communications are kept up-to-date, compliant with statutory regulations (e.g. GDPR), and developed according to industry standards.
- To manage robust administration, including newsletter writing and distribution, coordination.
- 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 of the implications of diversity for the arts and promote diverse perspectives in all activities undertaken.

Finance and administration

- To work with the VASW Network Manager, Treasurer and Spike Island Deputy Director to manage budgets and prepare financial reports.

- To deliver an evaluation of the WEVAA and contribute to VASW regional activities.
- To maintain appropriate administrative records and files of the network and ensure safe storage in formats easily accessible to the VASW Board of Directors.

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 the contemporary visual arts sector and related policy issues • Good understanding of the cultural, social and political content and opportunities for VASW and CVAN • Experience in 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^{1*}</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 in developing and delivering against business plans • Proven research and organisational skills. • Proven ability to plan, manage and prioritise own workload • Experience in 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>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>Af / I / P</p>

^{1*} Af = Application form | I = Interview | P = Presentation

<p>Problem solving and initiative:</p> <ul style="list-style-type: none"> ● Able to develop an 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 in developing and maintaining partnerships 	<p>✓</p> <p>✓</p> <p>✓</p>		<p>Af / I / P</p>
<p>Management and teamwork</p> <ul style="list-style-type: none"> ● Excellent management skills, including experience in 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>		<p>Af / I / P</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 a range of settings and be sensitive to content ● Excellent written and analytical skills ● Confident and experienced in working across sectors with multiple stakeholders ● Interest and appetite for engaging in press strategies and communications activities. ● Experience in 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>

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

How to Apply

- Please send a cover letter outlining why you are interested in this role and your relevant skills and experience (up to 2 pages of A4) and a CV of your experiences 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 (up to 3 pages of A4).

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.

Please email your application to recruitment@vasw.org.uk with 'Online Producer in the subject line by Monday 25th October.

Applicants must have the right to work in the UK.

For further information or to discuss alternative formats and access requirements, please contact: Nella Arne, Email: nella@vasw.org.uk