

WILDWORKS

WESTON
JERWOOD
**CREATIVE
BURSARIES**
2020–2022



WESTON JERWOOD CREATIVE BURSARY// WILDWORKS ASSISTANT PRODUCER FELLOWSHIP// JOB PACK

Wildworks is delighted to present this new opportunity as part of the Weston Jerwood Creative Bursary programme.

1. WHO THIS JOB IS FOR

We recognise that there are less opportunities for people from lower socio-economic backgrounds to enter and maintain a career in the arts. It is important that the work we create reflects the whole of our society and that our team is representative of the wide range of communities we engage with. We are committed alongside the other companies undertaking the organisational development programme through Weston Jerwood Creative Bursaries to put inclusion at the heart of our recruitment practices.

This role is designed for someone at the beginning of their career, with between two and five years of experience since leaving school and who identifies as facing barriers because of their background. We recognise that previous barriers to work mean you may not have taken a traditional career route.

There is more information about this in the WJCB [programme section](#) at the end of this document

2. THE ROLE

Role: Assistant Producer Fellowship

Reporting to: Creative Producer

Duration: Full time for 12 months (at time of advertising) from 6 January 2021

Hours: 40 hours per week. Mon-Friday with some weekend and evenings during project delivery.

Salary: £19,500 per annum

Location: Cornwall with some travel to project locations

Role overview:

To support the successful planning and delivery of Wildworks creative programme, and a key support to the Creative Producer and creative team.

Roles and Responsibilities:

This is a job of two halves; 'development' and 'delivery'. We spend more time in development where the days are more regular and we're working as a small team. During delivery the team expands, and the work is more varied. This role has been designed as a development role that operates closely to the leadership of the organisation and a vital cog in the running of our creative programme. The majority of the tasks are office based but there are times when a more hands-on and active task is required.

Development:

An average day during this time will be in the office or from home and might include:- meetings, self-directed or team-based work from your task list, general office work, training...

- Support the overall development of Wildworks creative programme
- Take part in ideas generation sessions
- Contribute to fundraising, marketing, project planning process for current and future (ideas in the early stages for coming years)

Project Delivery :

No project is the same and no day is the same when we are in project delivery. Work during these periods may be in the Krowji office or a temporary office at the project site or working out on site (indoors or outdoors). Hours are less regular. The team will be bigger.

- Support the creative team in the successful delivery of the project by playing an active part in the process
- Support the Producer in day to day liaison with artists and participants by collating and sharing information and undertaking administrative requests
- Assist the Producer and Finance Manager in daily project budget management and reconciliation by collecting and processing invoices, expenses, petty cash, receipts and updating budgets as requested
- Support the Producer and Finance Manager with the administration of the final budget reconciliation at the end of the project against spend management records
- Lead on the coordination of travel, accommodation and subsistence arrangements for team as necessary
- Set up key meetings, attend and minute take and distribute as necessary
- Research and liaise with suppliers to obtain quotes and place orders
- Work with the Producer and Participant Coordinator to oversee the participant project delivery
- Assist the Producer, Executive Director, Head of Production and Site Manager to ensure safe-working practices are adhered to at all times in line with WildWorks policies and the Event Management Plan
- Act as a point of contact for project teams
- Support Marketing Manager with updating social media pages and other tasks as reasonably requested
- Support WildWorks team with database management including contact with various stakeholders
- Support with VIP events and Front of House organisation



3. WHO WE ARE

Wildworks makes landscape theatre. The projects can happen anywhere but in theatre venues- large scale spectacular performances or small intimate artworks that grow out of their locations; quarries, cliffs, harbours, derelict industrial sites, castles, empty department stores... And we work with the people who belong to these places to make the shows. They help us by telling us their stories and memories, and by donating their skills and passions. Narrative is at the centre of our work. We bring the seeds of a story to a site and weave in the strands that tie people and place together.

<https://wildworks.org.uk>

Our values are :-

Brave

We take calculated risks and make difficult, bold decisions.

Experimental

We create a playground for new ideas, to try new techniques, work with new people and explore impossible conversations. We are prepared for some of these to work and others to fail.

Fluid

We are shapeshifters. No two projects are the same. We are always evolving and adapting to the world around us. We can change direction quickly and without hesitation if we need to.

Human

People are at the heart of everything we do. We are hosts. We tell everyday human stories. Everyone's invited.

We use these values to help guide us and to help us make decisions if we're uncertain for both company and artistic pursuits.

We're a team of people with slightly different skills that come together to make theatre projects wherever and whenever we can and with the widest range of people.

As a small team we all muck in. Everyone makes the tea, goes out to get the biscuits, tidies up and tries to fix the printer. Everyone gets a piece of the creative action and everyone has a voice and the power to make a difference to the work that we make and the people we make it for.

The Wildworks salaried team is currently a full time Executive Director and Artistic Director and part time Creative Producer and Finance Manager. The wider Company is made up of freelance multi-disciplined artists. As a registered charity, a Board of Trustees governs Wildworks. The team expands when we're delivering a project (e.g. 50+ freelance creative and production team and 200+ participants).

The artistic programme generally consists of two types of work; shows initiated from an idea from the Artistic Team and work that we have been invited to develop. Although our work is often many years in the making and programming five years ahead is not unheard of, we try not to restrict possibilities for future Wildworks shows. Projects come along all the time and if instinctively it feels like a suitable match (artistically satisfying, good for the Company and

rewarding for the individuals involved) – we will be flexible across schedules, scale and locations in order to make an exciting project happen.

4. WHERE WE ARE

We have a studio at Krowji Ltd in Redruth and we spend part of our time here. We also work from home and when we're on a project we work from wherever that might be. We have a flexible working policy that allows for all the other things that we have to manage in our lives i.e. caring for family or health and welfare needs. In 2021 we have plans for projects in Cornwall and at least one outside of Cornwall. This role is hands on during projects so there is some travel involved (all costs, food, travel and accommodation are covered when we're away from home).

5. WHO YOU ARE

It's important that you believe and share our values when we're working together. We make theatre for people who love theatre AND people who think they don't like theatre. Maybe you don't like theatre (yet!) but you're interested in bringing your skills and passion to our projects. We need you to work hard, be proactive and look for ways to help at all times, to be on alert for problems on the horizon or spot things you think could be done differently.

We're interested in what you bring as an individual and your lived experiences, not purely what employment experience you have. Your current job or previous job may be completely different to this one so we're keen to learn more about your general attitude and approach to work. You may already be pursuing and developing your own creative practice, not necessarily theatre, either as part of your current job or an interest/hobby.

Personal specification:

Essential

- 2-5 years work experience
- IT literate and comfortable using Excel, word and other admin software
- Clear and confident communicator

Desirable

- Pursuing own creative practice
- Experience of project planning and delivery
- Experience of handling budgets and tracking spend
- Good knowledge of theatre and live event practices
- Experience and/ or interest in digital technology e.g. apps, gaming, film/ TV

Personal attributes:

- Ability to plan and organise own workload, meet deadlines and work under pressure using your own initiative
- Keen problem solver
- Flexible and positive attitude
- Hunger to learn and grow skills
- Passion for the arts and creative pursuits
- A people person – enjoys collaboration, partnership and working in a team

6. WHAT YOU WILL GET IN RETURN

You will be supported by the WildWorks and Weston Jerwood Creative Bursary teams in the following ways, to ensure you have a valuable learning experience whilst with the company:

From Wildworks...

- Company induction with Executive Director and Creative Producer, which will include setting learning objectives for the first 6-month period
- Mentoring in business practices and systems from key staff members
- Weekly line management meetings with WW Producer and regular check ins
- Half-way review of learning objectives with an opportunity to flag developmental needs and opportunities
- Introduction to other producers to enhance breadth of producer training
- Evaluation meeting at the end of the fellowship
- Signposting to future producing opportunities and/ or training
- Time and support across the 12 months to develop your own ideas

From WJCB (full details in the [later section](#) about the programme)

- Fellows Network
- Professional Development
- Mentor
- Progression
- Feedback

In addition to the salary we will provide :-

Equipment: Laptop, mobile phone and data package, anything else identified for you to fulfil the role

Pension: Auto enrolment after an initial 12-week probation period (opt out available)

Holiday: 25 days plus bank holidays

Additional financial support: Additional access support is also available

Training: Throughout the fellowship there will be a minimum of three formal training opportunities through local or national organisations I.e. Cultivator in Cornwall or ITC in London in addition to on the job learning

Network building: During your time with us we will create and support opportunities to meet with other organisations to help build your network

7. HOW TO APPLY

Please send us...

- A letter or 3 min film stating why you are interested in the post and how you meet the knowledge, skills and experience criteria
- An up-to-date CV or 3 min film telling us about your CV
- Contact details for two referees (Offer of employment will not be made without two satisfactory referee reports. We will not make direct contact with them without seeking your permission)

Complete online

- Equal opportunities monitoring form

Applications should be emailed to Charlie Bunker – Creative Producer (charlie@wildworks.org.uk), clearly stating in the email subject 'name- application for WildWorks Assistant Producer



8. GOT QUESTIONS AND WANT TO SPEAK TO SOMEONE?

Sometimes it's useful to speak to someone who knows us and how we work together and we think it's useful to do this with someone who isn't part of the selection process so you can speak freely and ask what might feel like stupid questions. So, we've asked a range of people to give a few minutes of their time if you would like to speak or email them with questions. We think this is a really good way to see if you think you'll enjoy working with us.

Below is some information about four people who work or have worked with us and a bit about them to help you choose who to contact.

Debra (she/her)- Finance Manager- been with Wildworks for over 10 years, single mum of teenage son – debra@wildworks.org.uk

Ellie (she/her)- Assistant Producer 9 month internship in 2018 with us-now working with another theatre company- ellie@kneehigh.co.uk

Emma (she/her)- freelance Stage Manager and Producer- various Wildworks projects- originally from Scotland, based in London and temporarily relocates for projects- emmalcameron@gmail.com

Helen (she/her)- sound designer, various Wildworks projects- has young family- based in Norwich- helen@helenatkinson.org.uk

Josh (he/his)- lighting and projection designer- various Wildworks projects- grew up in Shropshire, then moved to London and recently relocated to Cornwall - joshpharo@googlemail.com

9. SELECTION PROCESS AND TIMELINE

Application deadline: Midday 20 November 2020

Interviews: Week commencing 30 November 2020

If selected to come to interview, we will contact you to arrange a time and discuss whether this will be over the phone or using video conference platform. We will ask you a set of questions that we will send you in advance and you can ask us questions before, during or after our questions.

We recognise that some people experience disabling barriers and we will interview any disabled applicant who meets the job criteria and are committed to supporting any access requirements at interview or if appointed.

Role begins: Wednesday 6 Jan 2021



10. INFORMATION FROM WESTON JERWOOD CREATIVE BURSARY TEAM

WESTON
JERWOOD
**CREATIVE
BURSARIES**
2020–2022

Weston Jerwood Creative Bursaries Programme 2020-22

This job is part of a wider programme called the Weston Jerwood Creative Bursaries, which is designed and run by [Jerwood Arts](#).

[If you would prefer to read a Welsh language version of this text, please click here.](#)

[If you would prefer to listen to this text, please click here.](#)

[If you would prefer to see an Easy Read version of this text, please click here.](#)

Who are we and what do we stand for?

Jerwood Arts is an independent arts funder, and we work with early-career artists, curators and producers to help them gain access to opportunities, collaborate with other artists and get ideas and projects off the ground. Sometimes we work with artists directly, and sometimes we work with organisations.

Together with the organisation you are considering applying to, we also advocate for the arts and cultural sector to be a more equitable and inclusive place to work. There is a wealth of information, data and academic research about the lack of diversity in the arts, and artists and arts workers continue to face exclusion based on their class origins, ethnicity, disability,

gender, and other elements of their background, identity or experience. We think the system is broken, and that [positive action](#) combined with deep work by organisations is the only way for this to change. For this reason, the Weston Jerwood Creative Bursaries programme is only for those from lower socio-economic backgrounds. It is also an Arts Council England Transforming Leadership programme, which is looking to nurture future leadership in the arts.

What is a lower socio-economic background?

If you are from a lower socio-economic background, you will most likely have been to state school, might have received free school meals as a child, or had a precarious household income when you were growing up. You might have grown up in the care system, been a young carer, or been the first in your family to go to university. Other terms people from a lower socio-economic background might identify themselves with are working-class or benefit-class. If you are from a lower socio-economic background you are more likely to face intersecting barriers in society, experiencing racism, ableism and other forms of discrimination. You can find out more about socio-economic diversity and the actions we are advocating for in this [Toolkit](#).

How it works

The programme funds year-long salaried jobs in arts and cultural organisations, as well as providing links to wider professional and pastoral guidance where it is needed. It seeks to interrogate and remove barriers to entry and enable people to build careers in the arts with confidence and support. Over 2020-2022, we are funding 50 jobs across a range of art forms – you can read about the full list of opportunities here [\[link\]](#).

What will you get from the programme beyond the job?

- **Fellows Network:** If you get this job, you will become part of a network with 49 other artists, curators and producers from lower socio-economic backgrounds. We call this a network of 'Fellows'. You will all be near the beginning of your life as professional artists and creatives, starting new jobs within three months of each other. It is likely that you might have faced similar and interconnecting barriers to working in the arts previously. Navigating institutions and new professional contexts can be tough, but you won't be doing it alone. In the past the network has produced friendships, artistic collaborations, theatre companies and a sense of community.
- **Professional Development:** Fellows will join the Professional Development programme led by [people make it work](#), which will provide support and training and will be co-created with you. This means that we will tailor the content to your needs, challenges and ambitions and work with you to ensure you learn exactly what you need to support your professional development. A key feature of this will be establishing the Fellows Network for shared learning. This programme will be delivered online, and we hope that at the end we can hold an event that brings the Fellows together in a physical space. The programme will take place over a series of live digital meetings that will enable you to get to know each other, meet and learn

from alumni and share your experience of starting your new roles. These sessions will respond to your needs in terms of skills development and we imagine that some of the workshops might include networking and career progression, training as a freelancer, public speaking, CV writing and navigating organisations.

- **Mentor:** You will get a mentor (outside your Host organisation) to work with during your Fellowship. Who they are is completely up to you, and we will pay for their time. You'll also receive guidance from [Arts Emergency](#) who have significant experience in how to identify and make the most of a mentor.
- **Progression:** Throughout the programme, you'll be supported by your Host organisation and Jerwood Arts to help you work out your next steps after the year is over. This might be coaching, support with future job and funding applications, introductions to programmers and funders, or simply advice and encouragement. Jerwood Arts can provide £1,000 of additional funding specifically to support your own creative projects, research and collaborations towards the end of your time on the programme.
- **Feedback:** We've run this programme three times over the past decade (you can hear about other peoples' experiences of the programme [here](#)). Each time we learn more about what works and what doesn't, so you will be encouraged to speak to both Jerwood Arts and your Host organisation if there's anything you'd like us to reflect on, build on or change to improve it for you.

If you love the sound of the job but have questions about the Weston Jerwood Creative Bursaries programme as a whole, you're welcome to contact Sarah Gibbon, Project Manager at Jerwood Arts, confidentially on sarahg@jerwoodarts.org or 07944 903989 in advance of making an application.

Please note that if your questions are specific to the job role or the application process, these should be directed to the organisation you're applying to. You should find information about who to contact within the job pack.



The Weston Jerwood Creative Bursaries 2020-2022 programme is designed and produced by Jerwood Arts. It is funded and supported by Arts Council England's Transforming Leadership

Fund, Garfield Weston Foundation, Art Fund, Arts Council of Wales, Creative Scotland, British Council, Jerwood Arts and PRS Foundation.