**Artist Development Officer**

**Background**

Z-arts is the UK’s only dedicated arts centre for children and families, delivering a broad range of performing arts events, performances, exhibitions, activities, workshops, and participatory opportunities. Our mission is to inspire and enable generations of young people from Manchester and beyond to use creativity to achieve their potential.

Z-arts uses creativity to inspire, enrich and enable children, young people, and families to reach their potential and be the agents of change in their own lives. We do this in our Arts Centre in Hulme, in education, in communities, at home and across networks, developing Children, Young People, Educators, Artists and Family-togetherness

Based in Hulme, we are committed to supporting our local communities as well as reaching out across Greater Manchester and the North West. We operate from a large Edwardian building which includes a 230-seat theatre, gallery, recording studio, music room, dance studio, café, and numerous other rehearsal / meeting rooms. But there is much more to what we do that is outside of the building. We lead networks: Big Imaginations children’s theatre network; MADE (Manchester Cultural Education Partnership); and the Manchester family Arts Network.

We receive strategic funding from Manchester City Council, to lead on best practice for engaging children and young people in arts and culture. We are an Arts Council England National Portfolio Organisation, leading and delivering the Big Imaginations regional network of children’s theatre, programming and commissioning relevant, diverse theatre for the modern family.

We are expanding our artist development programme with thanks to funding from Arts Council England. We will have three main strands: Creative facilitator training, Research and Development and Seed funding.

Our core values are being Welcoming, Inclusive, Vibrant, Forward-thinking, Engaging and Fun**,** which are as important now as ever, as we welcome children and families back to our building and our practice.

A recent staff workshop identified Inclusive and Fun being our primary values for 2021.

**JOB DESCRIPTION**

**TITLE:** Artist Development Officer

**RESPONSIBLE TO:** Head of Programming and Big Imaginations

**PURPOSE:**

To support the artist development programme at Z-arts.

**HOURS:**

The hours of the role are 22.5 per week, Monday and Friday and one other day to suit. The requirements of the business are such that a high degree of flexibility is necessary and occasional evening and weekend work will be a required as part of your hours.

**CONTRACT & SALARY:**

This is a 3 day per week 9-month contract and the salary is £20,000 pro rata (£12,000 per annum / for 9 months you would be paid £9000)

**IMPORTANT INFORMATION:**

Closing date for applications is Wednesday 18th August.

Interview will be Wednesday 25th August.

To apply you will need to complete Part 1 and 2 of the application form. Part 1 is your personal information. Part 2 is a maximum of 500 words expression of interest explaining why you want this job and why you would be good for it. For part 2 if you would rather submit it in a video or audio then please make sure this is no longer than 2 minutes.

If you need anything to support you with this process please contact tiffany@z-arts.org

**MAIN AREAS OF RESPONSIBILITY:**  
  
To support the Head of Programming and Head of Creative Development to deliver a diverse, accessible artist development programme.

To provide administrative and practical support to the artists that will be using the Artist space and to the creative facilitator training programme.

**GENERAL INFORMATION:**

To comply with legislation covering the activities at Z-arts, it is required that all staff undertake training as directed by their line manager. It is also essential that all staff carry out their duties in a safe manner in accordance with the current Health and Safety at Work legislation.

**The successful candidate will need to be an all-rounder with skills to deliver in the following areas:**

1. To provide admin support for the whole programme of delivery
2. To support all call outs for artists and creative facilitators
3. To provide information to artists who are using our artist space
4. To keep partners up to date
5. Prepare and issue contracts and letter of agreements
6. Support documentation and evaluation
7. Provide marketing with up-to-date information for the website and create social media content
8. Update bookings on Artifax
9. Administration of meetings, including developing agendas and minute taking
10. Represent Z-arts and the artist development programme at meetings and report back to the team.
11. To ensure that all safeguarding and employment measures are met in conjunction with Z-arts Safeguarding Officer
12. To act as a Duty Manager every Monday and IRT (Incident Response Team) member as and when required.
13. To work with the CEO and entire staff team to support and deliver Z-arts strategic and creative vision
14. To understand, actively promote and adhere to Health & Safety legislation and Z-arts’ Health and Safety policy.
15. To adhere to all Z-arts policies and procedures
16. Any other duties required by the Senior Management Team.

**PERSON SPECIFICATION:**

**Essential**

1. Good interpersonal skills
2. Excellent IT and Administration skills
3. Well organised with good project management skills
4. Ability to work under pressure and prioritise
5. Ability to demonstrate good attention to detail
6. Strong written communication skills

**Knowledge**

1. Has an understanding of artist development
2. Understands the Creative Case for Diversity

**Characteristics**

1. Self-motivated and resourceful
2. Strong organisation and time management skills
3. Ability to demonstrate attention to detail
4. Ability to work under pressure and to tight deadlines
5. Enthusiasm and imagination
6. Excellent interpersonal skills and ability to work within a diverse team
7. Personality that reflects Z-arts core values of being welcoming, inclusive, engaging, forward-thinking, vibrant, and fun.