

Job Role Outline - Creative People Lead (Andover)

Job Title:	Creative People Lead	Job Category:	Creative
Department/Group:	Creative	Job Code:	Creative People/30
Location:	Central Andover	Travel Required:	For some local outreach activities
Reports To: Direct Reports:	Executive Director	Position Type:	Part-time, 16 hours a week, Wednesday to Saturdays (as agreed and with some flexibility)
Level/Salary Range:	£25,000 - 27,000 pro rata for two days a week (10,000 - 10,800)	Date Posted:	12/02/24
External Posting URL:		Posting Expires:	04/03/24

Applications Accepted By:	e-mail to: hr@chapeleartsstudios.co.uk Subject Line: Creative/30
About Us:	<p>Chapel Arts Studios (CAS) is a small community arts charity that resides in St Mary's Chapel, Andover Cemetery and at CAS Community, 65 High Street, Andover.</p> <p>Originally a project under Test Valley Arts Foundation in 2009, it has since established itself as an Arts Council England National Portfolio Organisation, supporting communities through its programmes for young vulnerable people, social prescribing and neurodivergent creatives; bringing high quality exhibitions and art education to Andover and by developing the careers of emerging and established artists.</p> <p>The Creative People Lead is critical for CAS to develop and deliver a programme for creatives of all ages. Working closely with the Curator and The Creative Communities Lead you will be developing our programmes to ensure we cater for artists of all ages.</p>

Essential Skills and Experience

Desirable Skills and Experience

- Art educator
- Interest in artistic skills development of people, from children to young people and to professional artists
- Educated to degree level or equivalent within the arts
- Excellent project manager, multi-tasker
- Experience in promoting and running workshops and programmes
- Excellent Health and Safety awareness, including safeguarding
- Excellent communication skills
- IT literate (Google, Microsoft)
- Ability to work independently and part of a team
- Ability to work patiently with a wide range of people, especially vulnerable young people and those who are neurodivergent
- Friendly and engaging
- Sense of humour

- Own transport
- Digital Art

Job Description

The key responsibilities set out here are a guide to the main activities expected to be delivered during working time. As with all organisations, duties may vary and priorities change to fulfil the needs and ambitions of the organisation. Job Descriptions are reviewed and updated annually as part of the staff appraisal process, but we encourage a culture of open dialogue with the Leadership Team as a matter of course. Training needs and opportunities are reviewed regularly.

The role of Creative People Lead encompasses the development and operational delivery of several programmes:

- Graduate Residency Programme Oversight (liaison with schools, mentoring of graduates and development/ delivery of programme)
- Vulnerable Young People's Programme Oversight (Development and commissioning of programmes, e.g. Summer Holiday Camps)
- Neurodivergence Programme (Development and Implementation)
- Saturday Club at Andover College (CAS liaison with lead artists, oversight of

programme and link to Andover College)

- Environmental Programme (Development and Delivery)
- Digital Strategy
- In close collaboration with the Creative Communities Lead and the Curator develop appropriate art education programmes for the whole community and deliver workshops if required

You will take responsibility for developing our 'pipeline' programmes focused on the skills development of several groups, including children, young people and artists of all ages.

This role will require you to provide oversight of programmes that have already been developed. You will also write plans, deliver programmes, work in close collaboration with your colleagues, support the team (this may include workshop delivery or other duties in case of staff sickness) and manage a range of external stakeholders, including local schools, colleges and universities. You are also expected to contribute to the fundraising efforts.

Start date: April 2024

To apply please send the following documents to hr@chapelartsstudios.co.uk;

- **A brief CV highlighting relevant experience**
- **A covering letter outlining why you would like to work for CAS and what attracts you to the role, as well as the key skills and experience you would bring**
- **Details of two referees**

We want to provide an equal and inclusive application process. If you are having difficulty applying in this format we are happy to accept other formats of application. Please contact info@chapelartsstudios.co.uk to discuss.