



Weston Jerwood Creative Bursaries 2020-22

Programme Assistant at Edinburgh Printmakers

Introduction

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

We are an arts charity based in Edinburgh with a passion for printmaking and equality, diversity, and inclusion at our heart. We have supported artists and the production, presentation, and sale of art for over 50 years and we have a new, accessible art space open for just over one year.

We are committed to the social model of disability and believe people are not disabled by any impairments they may have, but by disabling structures and attitudes in society. We value people from different backgrounds and the fresh perspectives they bring. We aim to support our community of artists, staff, and Board and help them fulfil their potential, regardless of background.

We want to increase representation of people from diverse backgrounds in our team, to better reflect the world we live in. We aim to provide a welcome for all in an inclusive creative environment and bring people in from the margins.

We closed our doors temporarily due to the COVID-19 pandemic on 20 March 2020, less than a year after opening. As an emergency measure in response to the pandemic we have redesigned our programme over the last 5 months to support as many artists as possible with funded online residencies, low cost workspace, and online exhibition opportunities.

JOB DESCRIPTION

The Opportunity

Our work to support artists at this time will be a key focus for the role of the Programme Assistant, who will join our team for 12 months, and will learn all about the daily running of a large printmaking studio and what we do while developing their own printmaking skills and knowledge.

We seek someone who wants to develop their creative practice and can help us create a welcoming place where people can come to meet, share ideas and create art.

We are looking for someone who is passionate about art, has a warm heart, and is committed to inclusivity. We hope to find someone who is organised with great communication skills, who is looking for a career or experience of working in the arts. We hope to find someone who enjoys working with creative people from different backgrounds.

Overview of the role - you will receive training and support to:

- Develop your own artistic practice and gain new creative and technical skills in printmaking.
- Contribute to creative programming meetings as an integral part of the staff team.
- Liaise with artists, partners, the studio community, and staff to contribute to learning and access within the organisation.
- Support the development of creative skills, supporting the delivery of learning by sharing your own skills with others.
- Provide basic technical support for artists and studio users, to enable them to make the most of the facilities and opportunities on offer.
- Assist with the daily operations of the print studio, including maintenance of equipment and managing stocks of materials.
- Assist with the administration and communications of artistic projects where required.
- Assist in monitoring and evaluating our programme activity through data collection and recording activities using photography and video.
- Assist the core team in the delivery of events across the organisation where required.

Things we're looking for:

- A passion for being creative
- An interest in the visual arts
- Friendly and supportive personality
- Valuing different people
- Willingness to learn

- Good communication skills
- Someone who enjoys meeting people and making them feel welcome
- Ability to juggle several tasks at once
- IT literate
- Good attention to detail

Terms:

Job Title: Programme Assistant

Key Relationships: Programme Director & Studio Director

Location: Desk at Edinburgh Printmakers, Castle Mills, 1 Dundee Street, Edinburgh, EH3 9FP and some home working (dependant on Covid-19 guidelines for employers)

Working hours: 37.5 hours a week over a 5-day period, Monday to Friday with flexible working required to cover weekend, evening events, and travel as required

Salary: £19,500

Contract: Fixed term for 12 months

Annual leave: 33 days holiday including statutory holidays

To Apply:

This fellowship opportunity is intended for an individual from a low socio-economic background, and open to people aged 18+.

Please send us:

- A CV of up to 2 pages of A4
- A letter outlining your suitability for the post. Please also provide an overview of the barriers you have faced as somebody from a low socio-economic background. Please outline what you hope to gain from the experience of working with us.
- If you'd prefer to send us a video or audio message including the information requested above, please submit video/audio max. 8 minutes
- Please include details of the best way to contact you

Please send your application by email to Sarah-Manning Shaw at programme@edinburghprintmakers.co.uk

Deadline:

30 November at 6pm

We will get in touch with you after that date for more information if we can take your application to the next stage.