



CRITICAL 'ARTIST' IN RESIDENCE

OOTS – IMMERSIVE RESIDENCIES



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



Dear Applicant,

Critical 'Artist' in Residence: OOTS Immersive Residencies

Thank you for expressing an interest in the Critical 'Artist' in Residence vacancy at OOTS. Please find attached a job information pack, which includes a job description and person specification, together with some background information about Orchestra of the Swan.

To apply for the position please send us:

- A covering letter (max 1000 words) describing how you would approach this role and developing the programme of work in each differing area
- Your current CV
- A portfolio with three relevant examples of your work (a digital portfolio is acceptable)
- a completed recruitment questionnaire
- a completed equality and diversity monitoring form. **Please return the equality and diversity form as a separate document.**

Your application should be returned by e-mail to debbie@orchestraoftheswan.org no later than 9am on Friday September 20th 2019.

Initial interviews will take place on Wednesday September 25th in Stratford upon Avon, with a second round of shortlisted candidates on Wednesday October 2nd.

If you have any queries about the role or application process, please do not hesitate to e-mail me. If you would like to find out more about OOTS please visit our website at www.orchestraoftheswan.org

Yours sincerely,

DEBBIE JAGLA
MANAGING DIRECTOR

PROJECT NAME – ORCHESTRA OF THE SWAN (OOTS)

“second sight”

JOB DESCRIPTION

Job Title: Critical ‘Artist’ in Residence: Immersive Residencies (C.A.R.)

Location: Stratford on Avon
Hereford
Birmingham
Coventry

Fee: A daily rate to be agreed, subject to experience

Term: A freelance Services Agreement, 1-year initial contract with an option to extend, funding permitting

Primary Purpose of the job: To lead the community direction of this extensive and inspiring new immersive residency programme ‘second sight’. It will be your role to build on & further develop the residency programme from a community cohesion and aspirational perspective. You will seek to be the link that underpins the relationship between OOTS, its partners (in Stratford, Hereford, at the Royal Birmingham Conservatoire and in Coventry) and the local community. You will explore the opportunities to combine culture, arts and creativity in its broadest sense with music, health & wellbeing and education. An important part of the work will be to represent the ethos behind the immersive residencies within networks, ACE, funders and the public in order that both OOTS’ vision and outcomes are met for this innovative project.

The precise range and format of our work varies between local areas but commonly includes dementia work and work in schools alongside a broad range of performances. Identifying the individual sense of place in these residencies will be key to OOTS’ ability to offer tailored music responses as well as developing appropriate partnerships.

It will be the role of OOTS senior team to develop long-term projects for each of these residences.

Directly Responsible to: Managing Director

Working Closely with

Artistic Director, Development Director, Learning and Participation Manager & all Heads of Partner Organisations

MAIN RESPONSIBILITY

Critical 'Artist' in Residence (C.A.R.): The C.A.R. will be a key member of the OOTS team working with OOTS personnel to deliver an integrated programme of projects and resources to engage the wider community in OOTS' residences. This role is very much about OOTS projects and what you as an artist can bring to our artistic endeavour. However the Critical Artist will be able to explore new ways that OOTS should be working within communities using the genre of music, to include schools, care homes and universities. You will become truly embedded in 'secondsight', building on what has already been achieved by OOTS over the last two years and nationally by others in the last five. You will play a key and unique role within each residency.

Alongside this you will sit on various networks in the four regional areas to gain an understanding of each communities' needs.

Main Duties

The C.A.R. will

- Seek to engage, initiate dialogues and research the views of constituents (both providers and users) of each residency;
- Be responsible for expressing these views, issues and priorities and for being the primary point of contact whilst feeding back any relevant information to the senior OOTS team;
- Wish to work constructively across all the sectors involved, asking the difficult questions and helping to explore the difficult answers;
- Ensure that the artists and users voices are heard and visible in the process going forward in the commissioning of new projects and the re-designing and improvement of programmes;
- Ensure that 'seldom heard groups', who have particular issues in engaging with music, are targeted so that their views and experiences are part of a cohesive project design;
- Support the implementation of new community-based work within each residency under the guidance of OOTS' Learning & Participation Manager;
- Bring new ideas, inspiration and a fresh informed perspective to OOTS partnerships encouraging truly person-centred planning, commissioning and delivery;
- Work collaboratively with appropriate partners to think through the implications of plans, strategies and developments for the benefit of each residency;
- Challenge poor or discriminatory practices where/if appropriate to ensure delivery of exceptional quality;
- Support OOTS in its vision

ADDITIONAL ROLES

- Act as a Champion for '**secondsight**';
- Attend meetings regularly to support, challenge and consult;
- Represent the community voice from their constituent areas, shaping and guiding the development of the residency;
- Provide specialist advice and make recommendations when necessary, relevant to their area of expertise.

Internal and External Lines of Communication

Monthly work planning and review meetings with line manager. Regular programme team meetings and staff meetings. Regular meetings with Artistic Director and Learning and Participation Manager together with Heads of each residency. A formal 4-page report to the Trustees every three months with an ongoing agreement that the MD will present a verbal update at each Trustee meeting. Every six months a short report for ACE and other funders.

Review

This job description will be reviewed during annual Performance Appraisal. In the period between Performance Appraisals other duties may be assigned that are consistent with the responsibility of the post.

Person Specification/Profile

For the position of Critical 'Artist' in Residence, OOTS is seeking expressions of interest from artistic commentators that have a demonstrable track record in working collaboratively with both artists and audiences, with an ethos rooted in socially engaged practice; someone who would seek to look at innovative practice to achieve full participation from the community. OOTS seeks a person who is further on in their chosen creative practice and perhaps has, as a creative or practising artist, engaged in:

- journalism
- social media
- writing
- reporting
- monitoring
- teaching or lecturing

An understanding of rural life is important. The C.A.R. will need to understand that dependence on transport, the extended family network, and community cohesion are all vital issues. They will need an understanding of the key issues of social deprivation and exclusion within a City such as Birmingham and the problems that arise from a tourist town such as Stratford.

The benefits to the Critical Artist:

- As a significant innovative project, to be part of a trail blazing team;
- The environment;
- Teaching/learning/sharing/reflection;

- The opportunity to shape and create a new creative role within the orchestral sector;
- Recognition; and
- A paid stipend.

The benefits to the Community:

- Contribute to the cultural vibrancy of all residencies, helping to make each location a great place to live;
- Develop local audiences;
- Encourage new and exciting ways of working between artists and the community;
- Underpin relationships in Birmingham, Stratford and Hereford;
- Develop and advance creative discussion;
- Develop community cohesion; and
- Have an economic impact.

Critical 'Artist' in Residence: Immersive Residency

PERSON SPECIFICATION

CRITERIA	KNOWLEDGE AND SKILLS		METHOD OF ASSESSMENT
Education / Qualifications	<ul style="list-style-type: none"> • Educated to university degree level or equivalent 	Essential	Application
Experience	<ul style="list-style-type: none"> • Minimum 5 years working within the Cultural and Creative Sector 	Essential	Application and Interview
Skills / Abilities	<ul style="list-style-type: none"> • An understanding of Project Management • The ability to work in a team • The ability to prioritise • A self-starter who can work under their own initiative • Problem solving ability • The ability to think creatively and to turn ideas into reality • The ability to produce high quality education materials 	All Essential	Application, Interview and references

	<ul style="list-style-type: none"> • The ability to work effectively under pressure and produce a large quantity of work to a high standard • Excellent communication skills • The ability to use diplomatic and social skills in a wide range of environments and to use these to develop productive artistic and business relationships • An eye for detail • A flexible, creative and innovative approach to working in a variety of contexts both formal and informal • Committed to creating great experiences • Confident in building relationships and collaborating with a diverse range of people • A creative problem solver 		
Attitudinal Factors	<ul style="list-style-type: none"> • Confidentiality / integrity • Dedication / loyalty • Energy / motivation • Resilience / adaptability • Team worker • Willingness to work occasional evenings and weekends 	All Essential	Interview
Other	<ul style="list-style-type: none"> • Commitment to equality and diversity 	Essential	Interview

TERMS AND CONDITIONS OF SERVICE

Status Freelance Services Agreement
Fee Daily rate to be agreed
Contract Period 12 months fixed term
Probationary period 3 months
Period of notice 1 month

ORCHESTRA OF THE SWAN
RECRUITMENT QUESTIONNAIRE

Title of post applied for: **Critical 'Artist' in Residence: Immersive Residency**

1. Personal Details

Surname:		Initials:	
Former surnames if different:		Preferred Name or Title (Optional):	
Address:		Tel No (home):	
		Tel No (work):	
		Tel No (mobile):	
E-Mail address:			
Nationality:		If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit.	
Do you need a work permit to be employed in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If you already have a work permit, when does it expire? (Please note that your current work permit may not be valid for this post.)	
Where did you learn of the post?			

2. Disability

If selected for interview, do you require any special arrangements to be made on account of a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and fulfil our obligations under the Equality Act 2010:	

3. Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

Have you any convictions that are not spent under Rehabilitation of Offenders Act?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please provide further details: [Spent convictions do not have to be declared]	

4. References Please provide details of 3 references in relation to your work

Referee 1			
Name:		Organisation:	
Job Title:		Address:	
Email:		Tel no:	

Referee 2			
Name:		Organisation:	
Job Title:		Address:	
Email:		Tel no:	

Referee 3			
Name:		Organisation:	
Job Title:		Address:	
Email:		Tel no:	

Please confirm if we may obtain references prior to interview: Yes No

5: Declaration

I declare that the information given in this application is true and complete. I understand that if I have given any misleading information in my application or made any omissions, this will be sufficient grounds for terminating my employment.

Signature::

Date:

Name:

The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be processed solely in connection with recruitment, OOTS' Recruitment and Selection and Data Protection Policies.

EQUALITY AND DIVERSITY MONITORING FORM

OOTS POSITIVELY WELCOMES APPLICANTS FROM ALL SECTIONS OF THE COMMUNITY

Confidential (please return this as a separate document)

OOTS seeks to ensure that no employee, job applicant, or current or prospective user of its services receives less favourable treatment on grounds of race, colour, ethnic or national origin, culture, gender, marital status, physical ability, class, sexuality, age, trade union activity, or political or religious belief.

In order to ensure that this policy will be carried out, and for no other reason, all applicants are asked to complete this form. The information will be used solely for monitoring purposes and will be kept in the strictest confidence. It will not be seen by those considering your application.

Please complete this form and enclose it, unattached, with your application.

1: Post applied for:

2: How would you describe your ethnic origin?

*Please tick the most appropriate box **

Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh

Bangladeshi Indian Pakistani
Any other Asian background (specify if you wish)

Black, Black British, Black English, Black Scottish, or Black Welsh

African Caribbean
Any other African background (specify if you wish)

Chinese, Chinese British, Chinese English, Chinese Scottish, or Chinese Welsh or other ethnic group

Chinese
Any other ethnic background (specify if you wish)

Mixed

White and Black African White and Black Caribbean White and Chinese
Any other Mixed background (specify if you wish)

White

British English Irish Scottish Welsh
Any other White background (specify if you wish)

** Ethnic Classification System recommended by the Equality and Human Rights Commission*

3: Gender

Male Female Prefer not to say

4: Disability

The Disability Discrimination Act 1995 (DDA) defines a person as disabled if they have a physical or mental impairment, which has a substantial and long term (i.e. has lasted or is expected to last at least 12 months) and has an adverse effect on the person's ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability according to the terms given in the DDA?

Yes No

If you have answered yes, please indicate the type of impairment which applies to you (by ticking next to it below). People may experience more than one type of impairment, in which case tick all the types that apply. If your disability does not fit any of these types, please mark other.

Physical impairment, such as difficulty using your arms or mobility issues which means using a wheelchair or crutches	
Sensory impairment, such as being blind / having a serious visual impairment or being deaf / having a serious hearing impairment.	
Mental health condition, such as depression or schizophrenia.	
Learning disability, (such as Down's syndrome or dyslexia) or cognitive impairment (such as autism or head-injury).	
Long-standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy.	
Other, such as disfigurement (specify below if you wish).	

Please outline any access requirements:

5: What age range do you fall within?

Under 20 20-29 30-39 40-49 50-59 60+

6: Your religion or belief

Which group below do you most identify with?

<input type="checkbox"/>	No religion	<input type="checkbox"/>	Jain
<input type="checkbox"/>	Baha'i	<input type="checkbox"/>	Jewish
<input type="checkbox"/>	Buddhist	<input type="checkbox"/>	Muslim
<input type="checkbox"/>	Christian	<input type="checkbox"/>	Sikh
<input type="checkbox"/>	Hindu	<input type="checkbox"/>	
<input type="checkbox"/> Any other religion or belief (specify if you wish)			

7: Your sexual orientation

Bisexual	
Gay man	
Gay woman / lesbian	
Heterosexual	
Other (specify below if you wish)	

Many thanks for completing this form. The information will be kept confidential.