



**Manchester Museum
Hello Future**

Early Career Creative Programmer – South Asia Gallery Performing Arts.

Manchester Museum is delighted to present this new opportunity as part of the Weston Jerwood Creative Bursary. **This Fellowship is supported by the Weston Jerwood Creative Bursaries 2020-22**

Who this job is for

Applications are welcome from all, regardless of age, gender identity, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sexual orientation, or transgender status. **This role is designed for someone at the beginning of their career, with between two and five years of experience, have begun to develop their own artistic or creative practice and be from a lower socio-economic background.** There is more information about this in the WJCB programme section.

Do you love museums? Interested in a creative career, working with the community, having conversation and bringing people and ideas together? We have an incredibly exciting opportunity to work with the Museums teams and a fascinating mix of community leaders, community champions and organisations, educators, artists and performers, faith leaders and business people too.

If you are creative, entrepreneurial and enthusiastic with an understanding of South Asian performing arts, history and culture, and have some project management experience and a love of performance and live art we would like to hear from you.

We recognise that there are less opportunities for people from lower socio-economic backgrounds to enter and maintain a career in the arts. We aren't as representative as we would like to be given the demographics of our community. At Manchester Museum we believe we should be reflective and representative of the wide range of communities we engage with. We want to be a place where everyone feels welcome to apply and work here especially those who have faced barriers to entering our sector because of their background and financial situation.

We are committed alongside other businesses undertaking the organisational development programme through the Weston Jerwood Creative Bursaries to put inclusion at the heart of our recruitment practices.



JOB DESCRIPTION: Creative Programmer – South Asia Gallery Performing Arts

Grade:	Grade 2
Salary:	£19,612 pro-rata at 0.8FTE
Duration:	0.8FTE (28 hours per week) fixed term contract for 12 months . Monday – Friday with some weekend and evenings.
Location:	Manchester Museum, University of Manchester
Responsible to:	Head of Civic Engagement & Education

Manchester Museum is creating an exceptional new South Asia Gallery; the first specifically dedicated to exploring the experiences, stories and cultures of South Asian diaspora communities in the UK. It is being developed in a landmark partnership with the British Museum and co-

produced with a ground-breaking Collective of residents, artists, community workers, academics, designers and writers from the diaspora.

A vibrant, social space, the Gallery will be animated by South Asian rich heritage of performance and storytelling. At its heart will be a bespoke performance space for drama, dance, music, poetry and spoken word.

Overall Purpose of the Job:

- To work with Manchester Museum teams primarily supporting and contributing to the co-development, delivery and evaluation of a pilot South Asia inspired performance and live art programme, in advance of the 2022 opening of Manchester Museum's stunning new South Asia Gallery.
- To engage with a range of activities in support of the development of the South Asia Gallery developing professional knowledge, skills and experience.
- To support the delivery of excellent service provision, placing the student experience at the heart of what we do with support for Manchester Museum working flexibly across organisational boundaries.

Key Responsibilities, Accountabilities or Duties:

- To provide support to the Head of Civic Engagement & Education contributing to the delivery of and evaluation of a pilot South Asia inspired performance and live art programme, in advance of the 2022 opening of Manchester Museum's stunning new South Asia Gallery.
- To provide support to museum colleagues, South Asia Gallery Collective, creative practitioners, educators and wider community members to co-develop, deliver and evaluate a pilot South Asia inspired performance and live art programme
- To participate fully in the Weston Jerwood Creative Bursaries professional development programme
- To provide support to colleagues to contribute to fundraising, marketing, project planning process for programming
- Working under the direction of the South Asia Gallery Community Producer to ensure the development and delivery of the pilot programming aligns with the anthologies selected for the exhibition gallery
- To support the learning & engagement team in day to day liaison with artists and participants by collating and sharing information and undertaking administrative requests
- To support with pilot performances both on site and off site working closely with events and visitor teams
- To undertake such other reasonable duties as may from time to time be required of the job holder
- To support clerical and administration activities and events as required and as directed Head of Civic Engagement & Education in support of Manchester Museum's processes and procedures.
- To work flexibly as required across the University, supporting the delivery of University and local priorities, operating at all times as a single cross University team.

- To act in accordance with and promote University policies, procedures and requirements at all times – in particular those relating to health and safety; equality, diversity and inclusion; and information governance.
- To have a commitment to equality, diversity and inclusion.

PERSON SPECIFICATION

Essential Knowledge, Skills and Experience:

- Good knowledge and experience of performing and live arts
- Experience of working with diverse groups in community, cultural or educational context
- Good communication skills
- Flexible and responsive to customer needs and able to provide information whilst maintaining confidentiality
- Ability to work in a team environment and support colleagues
- Good interpersonal skills
- Good organisational skills, and able to prioritise work
- Demonstrate accuracy and attention to detail
- Demonstrate the ability to use initiative
- Computer literate
- A commitment to the University and Manchester Museum core values and to the provision of the best possible support to our students, staff and customers

Desirable Knowledge, Skills and Experience:

- Experience of working within the arts, culture and heritage sector
- Experience of developing and delivering performance and live art programmes
- Experience of project planning and delivery
- Experience and/or interest in digital technology
- Able to write and edit text for use on line and in the museum



Who we are

Manchester Museum, part of The University of Manchester, first opened in 1890. It is the UK's largest university museum with a collection of about 4.5 million items from every continent. Its combination of the academic and the popular is what makes the Museum so distinctive and lies at the heart of its widespread appeal. The Museum's vision is to build understanding between cultures and a sustainable world. Every year over half a million people visit.

Manchester Museum is transforming, **hello future** is our vision for the museum to become the UK's most inclusive, imaginative and caring museum in the UK. This will mean more opportunities for learning, civic and social action, joy and wonder. We are building new world class exhibition spaces including a South Asia gallery and you have the opportunity to be part of this exciting journey.

The hello future transformation includes:

- A new Exhibition Hall
- South Asia Gallery
- Lee Kai Hung Chinese Culture Gallery



- Redisplayed galleries
- New entrance and visitor facilities with focus on inclusive and accessible design

To read more about Manchester Museum, visit the following:

www.manchester.ac.uk/museum

www.mmfromhome.com

<https://mmhellofuture.wordpress.com>

Where we are

You will find us on Oxford Road, based on the University of Manchester Campus. We also work from home (more so than ever since COVID) and we are exploring new ways of working with one another across different digital formats. We have a flexible working policy that allows for all the other things we have to manage in our lives. This role will require that you are able to work off site (all costs, food, travel and accommodation are covered when we are working away from home).

Who you are

We want to work with someone who shares our values; to be inclusive, imaginative and caring and who believes in and wants to contribute to our mission to build understanding between cultures and a sustainable world.

We are looking for someone who is curious and keen to explore our collections, passionate about performance and live art, energetic and proactive and can use these qualities to bring people together.

You have begun your own creative or artistic practice, and will bring new ideas and perspectives to our work that reflect your experiences in this. You have 2 - 5 years experience; this may or may not have been related to your artistic journey, but there are some transferable skills and experience you can apply to this role.

You are happy to travel into Manchester for work or to relocate, if necessary, for which support will be provided. Or you may have particular needs that require extra support and adjustment to the work environment and routine; Manchester Museum will strive to address any needs you may have, within available resources.

How will Covid-19 affect the role?

We are living in uncertain times regarding any future restrictions on travel, public gatherings and access to our workplace. The team kept working during lockdown by allowing flexibility in how our work is structured and by maintaining a home/workplace balance in terms of our schedule. There are new measures now in place designed to ensure the confidence and wellbeing of staff and visitors, whose health and safety remains our paramount concern. Because of the ever-changing situation, we will discuss appropriate working arrangements for you in the context of your role and public health guidance.

We will provide

In addition to your salary will provide you with a desk in the museum and laptop. As an employee of Manchester Museum you will be able to access all the professional support services of the University of Manchester. You will also be able to access many different staff development and training opportunities too.

Museums work with more sectors than you could possibly imagine. During your time with us you will be able to build your networks, Manchester Museum has wide-ranging partnerships – we will be able to provide opportunities to work with artists, creative practitioners and venues locally, nationally and internationally.

The Students' Union host a good number of South-East Asian Student societies who embark on a lot of cultural events and programmes. This will be a great opportunity for the fellow to work with them on various projects or events or even curating events and programmes with them. The Students' Union itself also runs an annual Global Week which is a platform for students to share their native culture with the entire student community. Last Academic year, they hosted the Fashion show in the Museum (Link to a summary video of Global week <https://bit.ly/GlobalWEEK>)

How to apply

Please send your CV and covering letter to
Wendy Gallagher
Head of Civic Engagement and Education
Manchester Museum
wendy.gallagher@manchester.ac.uk

Please also complete and attach the below Equal Opportunities Monitoring Form

[Download equal opportunities monitoring form](#)

You are welcome to email any queries or questions about the role prior to submitting your application.

The closing date for applications is **Thursday 4 February @ midday 2021**

Interviews will be held on **Monday 15 and Tuesday 16 February 2021**



Weston Jerwood Creative Bursaries Programme 2020-22

This document is available to read in [Easy Read format](#), listen to as [an audio recording](#) or watch in [BSL video](#). **Cymraeg**

Os byddai'n well gennych chi ddarllen fersiwn Cymraeg o'r testun hwn, cliciwch [yma](#).

Os byddai'n well gennych chi wrando ar y testun hwn, cliciwch [yma](#).

Os byddai'n well gennych chi weld fersiwn Hawdd i'w Ddarllen o'r testun hwn, cliciwch [yma](#).

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

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 organisations like the one 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 low 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 low socio-economic background?

If you are from a low 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 low socio-economic background might identify themselves with are working-class or benefit-class. If you are from a low 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 inclusion, 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](#).

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 low 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.



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**ARTS COUNCIL
ENGLAND**



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