



## **Paid development opportunity for a BIPOC future Arts Leader with a particular interest in creative writing**

Windswept Workshops is looking to hire an emerging Arts Leader with a particular interest in creative writing and storytelling. This is a development opportunity so we are looking for someone in the early stages of their arts career (ideally fewer than two years' experience). They will work closely with Windswept Workshops, assisting in our existing projects, as well as working towards leading their own writing event or course in the spring.

This is a five month, part-time placement (two days a week) at £100 a day. The mentee will also receive an Enhanced DBS, Safeguarding qualification, and a development fund of £800 to spend on training or mentorship of their choosing. The project focuses on the development of the individual so they are in the best position to pursue their chosen career once the placement has ended.

Primarily, they will be mentored by Volunteer and Freelance Coordinator, Gaby Songui but supported by the entire team in shadowing and then working in various roles. This includes financial and administration skills with Charlotte Hooper, social media and event management skills with Erin Gilbey, and graphic design skills with Luke Kurowski-Ford. The new Arts Leader will be able to tailor their experience with Windswept to suit their interests and ambitions, and to build their skills and network. They will also get the opportunity to sit on Windswept's Advisory Board following this five month period, as well as becoming one of our associate facilitators in anticipation of future projects.

### **Responsibilities**

One of the key responsibilities of the Artist/Arts Leader will be organising the Writing Community (our well-established and oversubscribed writing group). The Writing Community has monthly writing sessions where participants develop their skills and share their ideas. The



Arts Leader will have the opportunity to assist and lead sessions, liaise with emerging artists, as well as gain invaluable communication skills.

The Writing Community will also hold two performance events in February. The first will be a casual sharing event, and the second will be a larger-scale performance night. The latter will showcase the Writing Community publication that was released in December 2021. The Arts Leader will get the opportunity to assist produce performance and contribute creatively to the process.

Besides the Writing Community, the Arts Leader will be involved with the initial planning for Talking Benches and the History Trail. This requires producing and organisation skills specifically for events, which will be invaluable alongside the facilitation and management skills that they will have built. There will be around 100 people involved in the launch of our Talking Benches project, and two hundred involved in the History Trail event. Both projects span further than their initial launch and the Arts Leader will be involved with this legacy.

**Summary:**

- Organise the monthly Writing Community sessions by corresponding with participants and preparing the online/physical space
- Assistant-facilitate the Writing Community sessions by running activities and managing the space
- Undertake outreach and online promotion through social media
- Co-write funding bids
- Co-produce the performance events and assist with the creative process
- Creatively develop and produce their own writing event or course



- Shadow the Windswept team to learn invaluable arts leadership skills
- Undertake administration tasks for various events
- Co-plan Windswept's projects and attend team meetings

## **Essential and Desired Characteristics**

### **Essential:**

- BIPOC and Birmingham-based
- Emerging Arts Leader (less than 2 years' experience)
- Active interest in creative writing (poetry, prose, scripts, etc.)
- Self-motivated and takes initiative with enthusiasm
- Strong organisational and time-management skills
- Receptive and capable team worker
- Enjoys being creative and developing new ideas
- Takes pride in being a community-minded leader

### **Desired:**

- Experience leading discussions or/and workshops
- Interested in building a freelance career

## **Provisional Timeline**

The placement will be flexible, with an average of two days a week for five months (forty days total). Five of those days will be Writing Community sessions on a Sunday from 6 - 8pm, and another two days will be Writing Community performance days.



Date	Activity
January 3rd 2022	Deadline for Applications
January 10th 2022	Interview Day (flexible)
January 17th 2022	<ul style="list-style-type: none"> <li>- Ideal starting date of placement and induction</li> <li>- Introductory mentee aims and initial evaluation</li> <li>- Development Fund decision-making</li> </ul>
January 30th 2022	Writing Community Session
February 2022	<ul style="list-style-type: none"> <li>- Preparation for performances (dates to be confirmed)</li> <li>- Shadowing sessions with Windswept team</li> </ul>
February 27th 2022	Writing Community Session
March 2022	<ul style="list-style-type: none"> <li>- Use of the Development Fund</li> <li>- Mentorship and shadowing days</li> </ul>
March 27th 2022	Writing Community Session
April 2022	<ul style="list-style-type: none"> <li>- Planning of event/course led by the Emerging Arts Leader</li> <li>- Delivery of event/course led by the Emerging Arts Leader</li> </ul>
April 24th 2022	Writing Community Session
May 2022	<ul style="list-style-type: none"> <li>- Delivery of event/course planned by the Emerging Arts Leader</li> <li>- End of project and evaluation (possibly mid-June, but may need to invest more days in May for delivery for project/course)</li> </ul>
May 29th 2022	Writing Community Session



## Payment

This is a development opportunity for an individual. They will be paid a freelance day rate of £100 a day for 40 days (£4000 total) between January and May/June. Paid monthly within two weeks of invoice receipt. Any access needs will be paid for on top of fees. This is a flexible working position and the Arts Leader will be able to choose their hours, with the exception of a few scheduled events (see above). The individual will need to be registered as self-employed and be responsible for their own tax, but Windswept can help them with this.

## How to Apply

To apply please either send us a statement (no more than one page) or make an audio or video recording (no more than 4 minutes) outlining why you're interested in the opportunity, what skills you think you could bring to the role, what you are interested in artistically, and what your future aspirations are. If any assistance is required then please email:

[windsweptworkshopscic@gmail.com](mailto:windsweptworkshopscic@gmail.com)

We want to highlight the importance of the content of the statement over that of grammar or spelling - we want to get to know you! We also require you to complete our Monitoring Form (available on our website). You may attach a CV if you wish, but this is optional.

To apply please send the following details to [windsweptworkshopscic@gmail.com](mailto:windsweptworkshopscic@gmail.com):

- The statement
- Monitoring Form
- CV (optional)
- In the body of the email: your name, pronouns, date of birth, address, email and contact number

The closing date for these applications is **Monday 3rd January at 10am**. We will get back to all applicants, so if you do not hear from us by the 7th of January then please enquire.

Interviews will be conducted on Monday January 10th online.