

ARTS & TECH PRODUCER

Job pack

May 2024



'Where do we go to feel invisible', by Owen Lord, Megan Clark-Bagnall and young people. Image: Ibi Feher

**If you require this application pack in an alternative format please email:
Martha.king@kwmc.org.uk**

Thank you for your interest in working with KWMC.

We are looking for someone experienced in developing, delivering and project managing arts and tech programmes, ideally with experience of working in community contexts.

We want to welcome into the team someone passionate about supporting artists to develop arts + tech work in and with communities. If you love working with multiple partners to deliver ambitious socially engaged arts and tech programmes and artwork, this job could be for you.

In this pack you will find more information about the job role and how to apply.

Who we are and what we do.

Knowle West Media Centre (KWMC) is an arts and community tech, ACE National Portfolio Organisation (NPO) and charity based in Knowle West, South Bristol. Our mission is:

'Making fair and thriving neighbourhoods together, with arts, tech and care'

We have been working in and with our local community since 1996. We started out as a photography project, democratising access to camera tech for people to tell their own stories. Since then, our participatory arts and social change projects have expanded to include and explore all forms of tech, from digital fabrication to augmented reality. We work across our neighbourhood in green spaces, high streets and homes, bringing arts, tech and co-creation practices into a local ecology of change making.



Retrofit Reimagined Festival, KWMC: Factory, AR experienced by Layerable. Image: Ibi Feher

Our programmes are rooted in community priorities. We work with, and as founding members of, the Knowle West Alliance. From our purpose-built eco-building (KWMC: Leinster Ave) and our digital fabrication maker space (The Factory) we run regular arts + tech capacity building and co-creation programmes for all ages.



KWMC: Factory Making Day and Talkaoke mobile chat-show. Images: Ibi Feher

Our programmes range from regular after school social action arts tech and making workshops for young people to artist residencies, neighbourhood science projects, international research projects and more.



Artist Emma Blake Morsi 'Nature as a Resting Tool' and Citizen Science activity. Images: Ibi Feher

Working with a mix of residents, artists, researchers, local government, and businesses we dream, make, co-create and support people to make change, from developing new approaches to climate action, to street-level retrofitting and community-led storytelling with immersive technologies.



Digital illustration from 'Come Together' project. Illustrator Mary Hart.

We are part of a rich ecosystem of collaborators and partners, working closely with We Can Make, part of the growing community of practice around Community Tech and active members of the European Network of Living labs. From our grounding in place,

we share our methods and neighbourhood-level innovations across Bristol, the UK and globally for others to adapt and adopt.

Job Description

We are looking for a someone experienced in developing and delivering arts and community tech events, programmes, and artist development opportunities. Ideally with experience of, or passion for, working in community contexts.

The ideal candidate would be a natural collaborator with experience in supporting artists to develop tech-based work in community contexts, able to work with multiple partners to deliver ambitious socially engaged processes and artworks. This person should be excited by KWMCs mission of 'Making Thriving Neighbourhoods through arts, tech and care'. An ideal candidate would have facilitation skills and may even have their own creative tech practice.

Job Details

Job Title: Arts & Tech Producer

Salary: Starting salary of £30,256 pro rata

Hours: Part time: Ideally 3 days a week (open to job share)

Contract: Fixed term for 12 months (with possibility to extend)

Location: Knowle West Media Centre, Leinster Avenue, Bristol, BS4 1NL
We are a place-based organisation so presence in KW is important, however we support flexible working hours and some remote working. We are open to proposals of how you would make the job work to fit your access needs.

Line Manager: KWMC Head of Adult Programme

Job purpose

To work with KWMC teams to:

Ensure arts and community tech events, workshops and artist development opportunities are developed, delivered and integrated across all KWMC programmes.

Develop and deliver excellent arts + community tech experiences, programmes and co-created artworks for local, citywide, national and international audiences.

Key responsibilities

You will be responsible for ensuring that arts and [‘community tech’](#) practices are present across the whole organisations programme and that activities meet KWMC’s NPO aims and objectives. You will work with KWMC teams to ensure KWMC is positioned as a pioneering organisation championing community tech arts practice.

Person Specification

Essential knowledge, skills and experience:

Knowledge

- Current tech debates (community tech / big tech / DIY tech etc).
- Relevant artist, tech, research networks.
- Best practice to deliver environmentally friendly tech programmes.

Experience of:

- Supporting socially engaged artist development (ideally including tech)
- Producing projects that include artists, community and other specialists.
- Working with multiple partners on research, arts and tech programmes.
- Project managing events and programmes.
- Co-ordinating delivery teams
- Managing project budgets
- Co-ordinating documentation and supporting project evaluation.

Skills

- Risk assessments for events and exhibitions.
- Ability to motivate, build relationships and manage people from a range of backgrounds.
- Excellent time and project management skills, with ability to focus on attention to detail while working to deadlines, being self-motivated and using initiative.

Desirable

- Knowledge of the local area of Knowle West and / or South Bristol
- Co-creation facilitation experience
- Curating and installing exhibitions.

General Requirements

- Ability to occasionally work evenings and weekends when required

- A commitment to KWMC's [values](#), health & safety, confidentiality, data protection and equal opportunities policies.

Review: This job description is subject to review and amendment in response to the changing needs of the project and will be reviewed through the ongoing appraisal process. **May 2024**

Application & Recruitment Process

How to apply:

Please make sure you have read the job application pack and then send the below to gail.bevan@kwmc.org.uk:

1. 1 PDF or a recorded video or audio clip with answers to the below questions (200 to 250 words or 2 to 3 minutes per answer)
 - Your background and relevant experience
 - Why you are interested in the role
 - How you meet the person specification
 - Any links you have to show examples of your work.
2. A copy of your CV (no longer than 3 sides of A4) or links to relevant work

If you have access needs that require you to submit your proposal in another format, please get in touch with Michaela by emailing, michaela@kwmc.org.uk or calling 0117 903 0444 so we can help you find a suitable option. All applications will be assessed according to the same criteria and submitting in a different format will not affect your chances of being selected.

Timeline

Application deadline: 7th June

Interviews: 13th June

Start date: As soon as possible.

Recruitment Process

We welcome and encourage applications from those currently underrepresented in our workforce and in the arts and tech sector; particularly those who identify as working-class, from the global majority, transgender, non-binary or genderqueer, D/deaf, visually impaired, disabled or neurodivergent.

We guarantee an interview for anyone who identifies as one or more of the above and fulfils the minimum requirements of the role. **If you would like this to be a consideration please indicate in your application.** We will not use your Equal opportunities form to assess your eligibility. All applications will be assessed on merit.

Offer of employment: All offers of employment are made subject to contract, satisfactory Enhanced DBS checks, receipt of at least two suitable references and documentation confirming your eligibility to work in the UK.

Contact:

Please get in touch with any questions by emailing gail.bevan@kwmc.org.uk or calling 0117 903 0444. If you'd like to talk to someone confidentially in advance of making an application, please contact Michaela: michaela@kwmc.org.uk



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