



*LOV YOUNG PEOPLE'S PROGRAMME - PROJECT WORKER
APPLICANT INFORMATION PACK*

Contents

1. Introduction / Recruitment Timetable / How to Apply
2. Advertisement
3. The Role: *Job Description*
4. The Person: *Person Spec*
5. About LOV
6. About LOV Young People's Programme

1 Feb 2013

1. Introduction / Recruitment Timetable / How to Apply

Dear Applicant

RE: LOV Project Worker (Young People's Programme)

Thank you for your interest in the above position.

Please find below background information, job description and person specification.

Please ensure that you complete all sections of the application form fully. CV's are not accepted. When filling in your application form, please study the person specification carefully. If you do not demonstrate on the form that you fulfil the essential criteria for the position, you are unlikely to be successful in your application.

For further information or an informal chat about the post please contact Chloe Brown on 077664 22682 or Elaine Knight on 01529 411195

Please return your completed application form and equal opportunities form to chloe.brown@leisureconnection.co.uk by **12.00 noon on Thursday 21 February 2013**. After this time applications will not be accepted. Please note that only electronic applications will be accepted.

Successful short listed applicants will be notified on **Friday 22 February 2013** with interviews on **Wednesday 27 February 2013**.

We may ask shortlisted candidates to complete a short task prior to interview and candidates should expect to take part in a group exercise as part of the interview.

We look forward to receiving your application.

Yours sincerely

Chloe Brown
Project Manager

2. Advertisement

Share the LOVHelp us get from good to great.

LOV Project Worker, Young People's Programme, Lincolnshire

£18,500 - £19,500

Full time, fixed term post, April 2013 – 31 March 2015

Lincolnshire One Venues (LOV) is a network of 10 visual and performing arts centres, established to create a more coherent arts offer across a large and predominately rural county.

With support from the Paul Hamlyn Foundation, we are seeking a creative Project Worker to join the LOV Young People's Programme team.

If you have the experience and enthusiasm to work with young people, artists and venues then we want to hear from you.

Applications, which will only be accepted as email attachments, should be sent to: chloe.brown@leisureconnection.co.uk

Closing date for applications: 12 noon on Thursday 21 February 2013

Short-list by Friday 22 February 2013

Selection day (interview): Wednesday 27 February 2013

For further information on LOV and to download a copy of the application pack visit www.lincolnshireonevenues.com



3. Job description

Title:	LOV Project Worker (Young People's Programme)
Responsible to:	LOV Project Manager (Young People's Programme)
Hours:	39 hours per week
Salary:	£18,500 - £19,500
Base:	Mobile across LOV Venues

This is a full time, fixed term post, from April 2013 – 31 March 2015, subject to annual review.

The nature of the job role means that the LOV Project Worker (Young People's Programme) is required to work flexible hours including some weekends and evenings and will need to hold a full UK driving licence and access to a car for business use.

JOB PURPOSE:

To work with the Lincolnshire One Venues to support and deliver a programme for and with young people aged 12-25, through the LOV Young People's Programme that:

- Deepens engagement with young people in groups and schools
- Empowers and involves young people in venue governance and decision-making
- Engages young people in commissioning new creative projects

Responsibilities:

1. Research and reflect the needs of young people in LOV Young People's Programme activities
2. Plan and deliver LOV Young People's Programme activities
3. Facilitate the relationship between venues and artists to ensure the smooth running of LOV Young People's Programme activities
4. Engage young people in LOV commissions

LOV Young People's Programme Project Worker Information Pack

5. Develop mutually respectful relationships between young people and Lincolnshire One Venues
6. Devise and produce interpretative and promotional material to accompany the LOV Young People's Programme activities
7. Work with the LOV marketing group and artists to co-ordinate web and social media content
8. Build relationships between venues, artists, young people and external agencies (education, local authority, youth organisations etc)
9. Contribute to the external evaluation of the project (e.g. with funders and with the University of Lincoln)
10. Have a clear understanding of the LOV Young People's Programme and ensure its aims and objectives are effectively communicated internally and externally
11. Work to agreed budgets and deadlines
12. Operate in accordance with venues' Health and Safety, equal opportunities and other practices, policies and procedures
13. Carry out any other duties commensurate with the job role



4. Person specification

	ESSENTIAL	DESIRABLE
Education and Training	This post is open to graduates of all disciplines or people with equivalent relevant experience.	A qualification and/ or training relating to participatory arts delivery.
Relevant Experience	Some experience of working with young people (12-25 year olds) on creative arts projects. Excellent team working skills, including experience of working collaboratively with creative professionals.	Experience of working on cross art form projects, ideally venue focused. Experience of running arts learning projects. Experience of delivering Arts Award Awareness of the specific needs of different community groups, including issues of social regeneration and inclusion.
Knowledge	A knowledge of contemporary arts practice. An understanding of the importance of accessibility in the arts.	Knowledge of the arts within the National Curriculum Framework. Knowledge of community arts practice. Up-to-date knowledge of best practice in engaging with young people. An understanding of marketing and audience development An understanding of similarities and differences between the performing and visual arts sectors.
Skills and abilities	A high standard of written and spoken English including report writing. A high standard of numeracy. Good communicator with the ability to present to a range of different groups. Good organisational, administrative and IT skills (including Microsoft Office). Able to demonstrate a real	

LOV Young People's Programme Project Worker Information Pack

	enthusiasm for working in the field of creative participation.	
Personality	<p>Passionate about the arts and engagement with young people.</p> <p>A team player with the ability to empower others to deliver a project's vision.</p> <p>Ability to prioritise and work accurately under pressure with good time management.</p>	
General	<p>Willingness to work flexible hours including some weekends and evenings.</p> <p>Commitment to and understanding of the principles and practice of participation, access, equal opportunities and diversity.</p> <p>Hold a full UK driving licence and access to a car for business use.</p>	Willingness to take part in professional development opportunities.

The project requires all staff to obtain enhanced Criminal Records Bureau (CRB) disclosure. You will be required to provide the necessary documentation for the checks to be carried out. The project will cover the cost of obtaining the disclosure and reserves the right to request additional CRB checks at any time in the future.

The project worker will be employed by Leisure Connection Ltd acting on behalf of the LOV Young People's Programme steering group.

5. About Lincolnshire One Venues (LOV)

Lincolnshire One Venues (LOV) is a network of 10 visual and performing arts centres in Lincolnshire, established to create a more coherent arts offer across a large and predominately rural county.

LOV has grown a successful commissioning, marketing and resource development infrastructure and has been awarded NPO status by Arts Council England from April 2012

The member venues:

Lincoln Drill Hall - Lincoln

Lincoln Drill Hall is a multi-purpose arts venue that stages a year round programme of arts events and activities including theatre, dance, literature, comedy, film, family events, musical theatre, workshops and music of all kinds especially folk, jazz, rock & pop & classical. The venue has an immensely flexible auditorium space, which allows it to stage events in a variety of different ways. It also hosts the annual Lincoln Book Festival, the Lincoln Beer Festival, the Lincolnshire International Chamber Music Festival and its own Children's Festival. Lincoln Drill Hall is owned and managed by Lincoln Arts Trust, a registered charity, and receives funding from the City of Lincoln Council as well as being the lead organisation for LOV's NPO.

The Collection - Lincoln

The Collection, opened in 2005, in Lincoln, contains 250,000 years of Lincolnshire's history from the earliest occupants to the eighteenth century. It also boasts a magnificent temporary exhibition space, which has seen the finest of cutting edge contemporary art, including Christine Borland, Lindsay Seers, Grayson Perry, John Newling, Phil Collins and many others. Sitting alongside the Collection is The Usher Gallery, Lincolnshire's only purpose built gallery housing a fantastic collection of fine and decorative arts.

Lincoln Performing Arts Centre – Lincoln

Lincoln Performing Arts Centre is owned and operated by University of Lincoln and is home to the Lincoln School of Performing Arts. The 446 seat presenting venue hosts a wide variety of events including drama and contemporary performance to dance, comedy, jazz and classical music. It is increasingly taking a leading role in nurturing new work and forging progression routes for early career arts professionals.

The Riverhead Theatre – Louth

The smallest venue and the only solely owned and privately operated community theatre within the LOV group. The Riverhead Theatre is proud to be able to run almost totally with the commitment and support of a huge team of skilled volunteers ensuring that every aspect of this modern theatre is run to as near or better than the standards expected from professionally run standards. 'The owners', Louth Playgoers Society have succeeded in ensuring the success of the theatre not only by enthusing its' volunteers but by encompassing a professional and educational programme otherwise

absent in this somewhat remote area of the county. The theatres commitment to young people and encompassing them with all aspects of theatre is one of its strong points and one the group is looking forward to develop even further the work it does with and for them.

Trinity Arts Centre - Gainsborough

Trinity Arts Centre in Gainsborough is a converted church that opened its doors in 1979 and boasts a 200 seat auditorium with sound and lighting systems. Other facilities include a meeting room, bar and artist studio. All rooms are available for hire.

Trinity Arts Centre offers a wide-ranging programme of events including films, live theatre, community theatre and comedy.

The South Holland Centre – Spalding

One of the larger venues in Lincolnshire, the modern South Holland Centre offers a diverse arts and entertainment programme in the south of the county. Each season mixes professional theatre, dance and music with community performance and activity, including lots of opportunities for people to take part in the arts. The Centre is also the district's only cinema with a film programme that includes the best of British film-making, Hollywood blockbusters and arts /independent films.

Facilities include a 340 seat fixed seat auditorium, a large multifunctional flat-floor hall and two smaller meeting rooms. The Centre is owned and managed by South Holland District Council and is open six days a week year round.

The Guildhall Arts Centre – Grantham

The Guildhall Arts Centre is a community-centred venue that aims to offer its customers innovative, stimulating and quality arts' experiences. Our venue is predominantly a receiving theatre where we bring in professional touring shows and also hire the venue out to professional shows. In addition, Grantham has a thriving amateur scene and several groups from the area hire the venue for their productions.

Stamford Arts Centre – Stamford

Drawing on a rich heritage dating back to the 18th Century, Stamford Arts Centre is a thriving multi-arts venue. We provide opportunities to experience and participate in a wide selection of art forms from theatre, music and film to sculpture, dance and drawing.

Throughout the year professional touring companies visit our 166-seat theatre as well as hosting performances by our resident Shoestring Theatre Company. The theatre also doubles as a cinema, which has become a film hub for Stamford and one of the most successful independent cinemas in the country, screening a wide range of genres including Hollywood blockbusters, British, European and Art House films.

The arts centre also has a beautiful ballroom where events such as concerts, receptions, craft fairs and markets are held, a coffee shop, two bars and a gallery, which exhibits local, regional and national exhibitions.

The Terry O Toole Theatre – North Hykeham

Opened in 2002, The Terry O'Toole Theatre is a small, friendly and accessible community theatre situated at the very heart of North Hykeham.

The theatre stages a mixed programme of high quality professional drama, theatre for children, dance, music and workshops, alongside a wide range of community performances and works in close partnership with North Kesteven School and artsNK [North Kesteven District's arts development team], to deliver a range of outreach and education activities. The theatre has a growing reputation in the arts sector for supporting innovative and high quality professional theatre.

The theatre's auditorium is an intimate modern 'black box' performance space, with a raked auditorium providing seating for up to 268 patrons; and the theatre is equipped with high spec. sound and lighting systems and a hearing induction loop. The venue is fully accessible to patrons with disabilities and has extensive free parking.

The Terry O Toole Theatre is part of the North Kesteven District Council NPO alongside artsNK, Design Factory and The National Centre for Craft and Design.

The National Centre for Craft and Design - Sleaford

The National Centre for Craft and Design sits at the heart of the market town of Sleaford Lincolnshire in the pleasant riverside setting of Navigation Wharf. It is a unique and ambitious gallery that exhibits the most innovative, challenging and accomplished craft and design artists practicing within the craft and design arena today. The centre has four exciting exhibition spaces including the largest main gallery space in England, a roof top gallery and a vibrant window space.

Our learning and events programme is built around the themes of each exhibition and offers a lively and public programme of talks, workshops, conferences, clubs, groups, activities, lectures, seminars, screenings, short-courses, and demonstration days. Our retail space provides a visually stunning and inspirational area for demonstrating and promoting creative talent and we have a licensed café that serves locally sourced produce and is a popular haven for local families and business people seeking a creative respite.

The National Centre is 'home' to the very best designer/makers in craft practice today.

6. About LOV Young People's Programme

- A. What is the Paul Hamlyn funding for?
- B. What does the programme look like?
- C. Outcomes & Targets for 2013/14

A: WHAT IS THE PAUL HAMLYN FUNDING FOR?

1. A new beginning for LOV – a fantastic opportunity to take the collaboration to another level.
2. "The 10 LOV venues will collaborate to change the dynamics of artistic programming and deepen young people's engagement, allowing them more contact with creative practitioners so that they can be involved as consumers, critics, aspiring artists and creative entrepreneurs." (PHF)
3. PHF have awarded LOV Young People's Programme £189,500 over three years (2012 – 2015) to engage with 4,000 young people aged 12 -25 (equal to a 25% global increase across the ten venues):
 - 'Deepening engagement with 4,000 young people in groups and schools'
 - 'Empowering and involving 150 young people'
 - 'Engaging 500 young people in commissioning new projects'

B: WHAT DOES THE PROGRAMME LOOK LIKE?

Over the past 9 months the team have worked to establish the Young People's programme in the ten venues that form LOV.

This process has included undertaking consultation with young people that already access the venues and starting to create sustainable connections with local youth-led organisations, schools and delivery partners.

The team have also been working directly with local young people to research and trial what types of activities best engage young people and bring them in to the venues on a regular basis and capture their imagination in terms of future programming.

All of this work has been undertaken to make sure the future programme plans attract additional support and good levels of meaningful participation.

From July – November 2012 the Young people's Programme has:

- Engaged **346** young people in a creative workshop or consultation session, working with **8** Artists
- Attracted **655** audience members to see **69** young artists or performers at **17** events, all of which have been organised by **95** young people aged **12 -25** as part of **6** regular groups

Several initiatives are now underway and some exciting changes are already happening in our venues:

1. Regular Decision Making/Programming Groups

There are a number of regular groups that run across LOV – all of which are involved in programming the venue and/or creating their own opportunities for other young people to see and take part in events and activities. The ambition is to have some sort of young programming group at each of the venues, whether they meet weekly or once per season, it is important that they have a good relationship with the venue manager and the Project Workers. We want the young people to know that they can genuinely contribute to the venue, whilst boosting their c.v.'s and help other young people find out about what is going on in the creative sector in the county.

These groups are also a great opportunity for young people to gain valuable professional skills in event and project management and marketing and communications, as well as having the opportunity to create their own work (whatever the artform).

- **YoungCut @ Lincoln Drill Hall**

YoungCut meet weekly, the group organise events, usually related to music, for their peers and the teenage population of Lincoln. Two members of Young Cut are also trustees on the board of the venue.

- **Trinity Music Scene @ Trinity Arts Centre, Gainsborough**

Trinity Music Scene programme music events at the Centre and are keen to promote a growing music scene in the town.

- **Youth Takeover @ South Holland Centre, Spalding**

Youth Takeover meet weekly and organise regular events, usually music or film related, for their peers and the local community

- **The Collective @ The Collection/Usher Gallery, Lincoln**

The Collective were set up by a passionate group of young people keen to set up new activities and opportunities at The Collection and Usher Gallery. The group discuss current issues in art and culture, curate The Collection@LPAC exhibit and deliver visual arts projects at The Collection.

- **NCCD Youth Forum @ National Centre for Craft and Design, Sleaford**

Each term NCCD Youth Forum focus on a different skill or artform that they would like to learn and they then commission artists to work with them. They are very hands on and creative.

- **LPAC Producers @ Lincoln Performing Arts Centre**

LPAC Producers is a group mainly set up for students of the University of Lincoln. They are involved in marketing of the venue to their fellow student population and beyond as well as programming their own events to highlight emerging artists and new performances.

- **Festival Makers @ Stamford Arts Centre and Guildhall Arts Centre, Grantham**

The Festival Makers are two new groups that have been brought together specifically to programme a brand new 4-day multi-arts festival happening at Stamford Arts Centre and Guildhall Arts Centre in April 2013. The LOV Festival will become an annual event and the Festival Makers will grow in skills and ideas throughout the year.

- **Riverhead Producers @ Louth Playgoers Riverhead Theatre**

This group is kick-starting with a 2-day apprentice style residency in February half term. During the residency the young people will produce some plans for future programming and/or events for the venue aimed at young people. The group will plan their future sessions and what form these will take.

2. Workshops and Events

Schools:

An important element of the programme is deepening relationships between schools and venues. The Young People's Programme Team work closely with visiting companies which bring work to a Lincolnshire One Venue, to provide a programme workshops, Q&A Sessions and tours that enhance the venues offer to school groups and provide the students involved with a greater understanding of the artform they are studying and the performance or exhibition they are visiting. It is also a great way to open up a conversation with schools and find out how they want work with LOV in the future, for example Queen Elizabeth School, Gainsborough held an exhibition of their A-Level Art students work at Trinity Art Centre.

Independent Participants:

As part of the programme a number of workshops and events are run across the ten venues. These have been either designed by the Programme Team, having identified a gap in provision, to test what sort of activity attracts young people to the venue. These included a photography workshop in Stamford, Circus Skills in Grantham and life drawing in Gainsborough.

This approach of using artists to deliver participatory activity will be continued throughout the programme as it offers a chance for the venues to work with new artists and bring in young people that may have wider interests beyond the usual i.e. youth theatre.

The Programme Team also support the regular programming groups to commission artists to work with them on specific skills or interests they may have as well as helping the groups to develop and deliver their own events and activities.

Events so far have included Music in the Market Place, a mini music festival in Spalding market place, organised and programmed by the Youth Takeover group in Summer 2012 and 12.12.12, a contemporary visual arts event at The Collection & Usher Gallery in December 2012, curated by The Collective and also featuring some of the groups own work.

Our Regular Music Events Include:

- Youth Takeover Acoustic Cafe at South Holland Centre
- YoungCut The Marmalade Sessions at Lincoln Drill Hall
- Trinity Music Scene Acoustic at Trinity Arts Centre Gainsborough

3. LOV Commissions

As part of the programme an artist commission is offered each year, for new work to be made for/in the venues, specifically targeting young audiences.

For 2013/14 Pilot Theatre have been commissioned to create a new piece of theatre for young people, working title: 'Ghost Town'. The piece will be performed at Stamford Arts Centre, Terry O'Toole Theatre, LPAC and Louth Playgoers Riverhead Theatre in Spring 2014 with a complementary participation and engagement programme being delivered by Pilot, in

partnership with the Young People's Programme Team from Autumn 2013 onwards.

4. Work Experience/Professional Development

An important area of development for the venues is around providing professional development opportunities for young people and creating a shared programme of work experience across the ten venues so that young people can access the same training or types of experience and quality of experience across the network.

The Programme Team are currently working with the venue technicians to develop a shared training/work experience scheme for young people interested in the backstage aspect of working in a venue.

For more information on the groups and other activity visit our facebook page: www.facebook.com/lovprojectteam

D: OUTCOMES & TARGETS

Each year the Programme Team works with Paul Hamlyn Foundation and the Steering Group to develop a number of targets to deliver against. These also help set the future ambitions for the young people's programme.

These are the Programmes current draft targets for 2013/14:

- Formalising of planning procedures and review processes between project team and venues
- Website development to make it relevant to the project and young people able to contribute content
- Development of project resources - equipment that can be made available to young people for use in venues such as a portable P.A system
- Delivery of LOV Spring conference and evaluation of learning for venues
- Develop CPD opportunities for Venue Managers and Project Team with organisations and individuals seen as leaders in the field
- Undertake Second LOV commission (Pilot Theatre)
- Continued development of decision making groups, including social enterprise/income generation
- Repeat young people initiated events to start to create annual events/initiatives (such as Music in the Market Place and Stamford LOV Fest)
- Start of formal progression routes for young people across venues (starting with Arts Award, technical shadowing opportunities and opportunities through the creative employment programme)
- Develop ongoing strategic partnerships for delivery of projects and fundraising (partners such as CfBT and TMC) including undertaking delivery of Young People's commission for Frequency Festival 2013, funded through ACE