

## Magnetic North

### Artist Development Administrator RECRUITMENT PACK 2021

Magnetic North's work integrates producing and touring theatre with artist development and support. We are looking to appoint an **Artist Development Administrator** working on a 40% contract (average of 2 days a week, working flexibly according to programme requirements). The Artist Development Administrator post will particularly focus on the artist development and support element of our work, as well as assisting the Producer and Artistic Director across the whole of the company's output.

#### Magnetic North

Based in Edinburgh and founded in 1999 by Artistic Director Nicholas Bone, Magnetic North is acclaimed for its programme of innovative artist development and support work and its track record of developing and producing high quality, award-winning performance work. In collaboration with playwrights, composers, choreographers and visual artists, the company has created 13 stage productions and a film, mounted 12 tours, and commissioned 11 plays, a screenplay and 2 music-theatre pieces. Magnetic North is a Creative Scotland Regularly Funded Organisation.

Since 2006 the company has initiated and grown a programme of artist development and support, giving artists paid time to discuss, experiment, refresh their practice, share skills and create work through residencies, creative retreats, production support, mentoring, networking events and bespoke attachments to the company. We have supported over 100 artists from a wide range of artforms - including playwrights, composers, choreographers, visual artists and film-makers - through our artist development work over the last 12 years. This work has been transformational not only for the artists, but also for Magnetic North: creating opportunities for artists has not just fed into our work, but *become* our work - initiating fruitful relationships with many new artists, stretching the company in new ways and keeping the work we produce fresh, exciting and strong - as shown by the feedback we get from audiences and critics.

Magnetic North's four part programme - **1. Residencies, 2. Development, 3. Production, 4. Support** - enables us to give early career and experienced artists support at all stages of the creative cycle, whether they have an idea they want to develop, a new direction in their work they want to explore, or want help moving an idea forward into production.

[www.magneticnorth.org.uk](http://www.magneticnorth.org.uk)

#### THE JOB

##### Purpose of role

The primary purpose of this role is to support Magnetic North's key aim to give artists from a range of disciplines and backgrounds the nourishment, focused support and production opportunities needed to continue developing and creating great work throughout their careers.

## Responsibilities

### Artist Development Administration

- To manage the practical arrangements for Magnetic North's artist development programmes, including liaison with venues and artists
- To administrate applications for all the strands of Magnetic North's artist development programme and to contract the successful artists
- To collect and collate feedback from artists participating in Magnetic North's artist development programme
- To collect and collate equalities data from artists applying for and participating in Magnetic North's artist development programme
- To be the first point of contact for artists approaching Magnetic North, including arranging and conducting one-to-one advice sessions
- To contribute to the continuing development and improvement of Magnetic North's artist development programme

### Marketing and Engagement

- To work with the Marketing Manager to reach more artists as potential participants in our artist development programmes
- To work with the Marketing Manager, Producer and Artistic Director to engage with more artists from our target groups (currently: older artists, BAME artists, D/deaf and disabled artists and artists living outside the Central Belt)
- To update Magnetic North's website, social media and email newsletter lists, in liaison with the Marketing Manager.

### General Administration

- To represent Magnetic North at meetings of industry bodies such as FST when required
- To attend Board meetings as required
- To work with the Producer on record-keeping for Creative Scotland Regular Funding reporting.

### Projects

- To assist the Producer as required on the delivery of Magnetic North's programme of high quality artist development work and touring theatre productions.

And any other duties as reasonably required.

## PERSON SPECIFICATION

### Experience

- Experience of working with artists and knowledge of artist development work
- Experience of independent theatre/performance
- Experience of cross artform work
- Experience in contributing to websites and in the professional use of social media
- Knowledge of touring theatre
- Knowledge of the theatre sector in Scotland

### Skills

- Professional standard of communication and interpersonal skills – in writing, in person, by email and on the phone

- Excellent attention to detail
- Good standards of written English
- Good standards of numeracy and understanding of financial systems
- Excellent MS office (or equivalent) skills including word processing and spreadsheets

## Personal Qualities

- Willingness to work collaboratively as part of a small team
- The ability to work independently and the confidence to ask for assistance when required
- Understanding of and commitment to promoting equality and diversity

## Job Details

<b>Job title</b>	Artist Development Administrator
<b>Reports to</b>	Producer
<b>Key Relationships</b>	Artistic Director, Marketing Manager
<b>Salary</b>	£26,500 per annum pro-rata = £10,600 for a 2 day week
<b>Contract</b>	Initial 12 month contract, with the potential for extension
<b>Hours</b>	0.4 FTE (2 days/week at 8 hours/day)
<b>Holiday</b>	12 days per annum including Bank Holidays (FTE 30 days per annum)
<b>Benefits</b>	Workplace Pension with statutory employer's contributions Flexible working
<b>Place of Work</b>	At home or at the Magnetic North office at Summerhall in Edinburgh

## How to Apply

Please email [recruitment@magneticnorth.org.uk](mailto:recruitment@magneticnorth.org.uk) with a covering letter setting out why you are interested in the role and identifying how you meet the person specification, and an up to date CV.

**Please also complete the Equalities Monitoring Form available at this link**

<https://forms.gle/W5dah7iJX6qhfNJM8>

Completing this form is voluntary but we would appreciate your input in helping us to assess how well we are meeting our Equalities aims.

## Assessment of Applications

Applications will be assessed against the criteria in the person specification, so please use your covering letter to tell us about your relevant skills, experience and knowledge.

## Timescale

The deadline for applications is **9am on Monday 8 November 2021**. Applications received after this time will not be considered. We will let you know by Friday 12 November 2021 whether or not we will be inviting you to attend an interview. Shortlisted candidates will be interviewed on **Thursday 18 November 2021**. We would like the successful candidate to start work as soon as possible after then. Any offer of employment is conditional on checking references.

## Questions?

If you would like this information in an alternative format, or if you need any further information, please contact Verity Leigh at [verity@magneticnorth.org.uk](mailto:verity@magneticnorth.org.uk).

## Thank you

Thanks for your interest in working with Magnetic North; we look forward to hearing from you.