

## Magnetic North

### Artistic Administrator RECRUITMENT PACK

Magnetic North's work integrates producing and touring theatre with artist development and support. With new Regular Funding from Creative Scotland, we are looking to appoint an **Artistic Administrator** working on a 40% contract (average of 2 days a week, working flexibly according to programme requirements) for an initial 12 month contract. The Artistic 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 11 stage productions and a film, mounted 12 tours, commissioned 11 new plays, a screenplay and 2 music-theatre pieces.

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, from 2017, bespoke attachments to the company. We have supported 85 artists from a wide range of artforms - including playwrights, composers, choreographers, visual artists and film-makers - through our artist development work over the last 10 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 five part programme - **1. Rough Mix, 2. Re-Mix, 3. Make, 4. Space/Time, 5. 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 continuing support of all artists participating in Artist Development strands including arranging quarterly artist socials and sending out regular artist newsletters
- To administrate applications for all the strands of Magnetic North's artist development programme
- To contract and liaise with artists participating in Magnetic North's artist development programme, including practical arrangements (travel, food)
- To collect and collate feedback from artists participating in Magnetic North's artist development programme
- To support the recipient of the Jerwood Artist Attachment as required.

#### **General Administration**

- To represent Magnetic North at meetings of industry bodies such as FST when required
- To attend Board meetings as required
- To liaise with suppliers (landlord, insurance, phone, internet etc).

#### **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 (for 2018-21: 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.

#### **Projects**

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

#### **Financial Administration**

- To collate all financial paperwork and identify project codes for Magnetic North's book-keeper.
- To work with the Producer on record-keeping for Creative Scotland Regular Funding reporting.

## **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 theatre scene in Scotland

## Skills

- Professional standard of communication and interpersonal skills – in writing, in person, by email and on the phone
- Good standards of written English
- Good standards of numeracy, attention to detail 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

## T&Cs

<b>Job title</b>	Artistic Administrator
<b>Reports to</b>	Producer
<b>Key Relationships</b>	Artistic Director, Marketing Manager, Jerwood Artist Attachment
<b>Salary</b>	£25,000 per annum pro-rata
<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>	11.5 days per annum including Bank Holidays
<b>Benefits</b>	Workplace Pension with statutory employer's contributions Flexible working
<b>Place of Work</b>	Usually 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://goo.gl/forms/KBtWwipx4F1DwA3Q2>

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

## Timescale

The deadline for applications is **9am on Monday 14 May**. Applications received after this time will not be considered. We will let you know by Thursday 17 May whether or not we will be inviting you to attend an interview. Shortlisted candidates will be interviewed on **Tuesday 22 May**. We would like the successful candidate to start work as soon as possible after then.