



ACCESS ASSISTANT BRIEF

FREELANCE

WELCOME LETTER

Hello

I'm so pleased you're interested in working with us. In case you don't know me and The Grief Series, here's some more information.

I'm Ellie. I'm an artist making work internationally. I am a solo performer. I am a collaborator. I am an outside eye on other people's projects. I am a leader of teams. I am a mentor to other artists. I'm a mental health carer. I'm an occasional University lecturer. I'm an orphan. I'm a big dress wearer. I'm a mid career artist. I'm a sufferer of chronic fatigue syndrome. I'm an occasional designer. All too often I feel like I'm an arts administrator. I make work about death and sometimes it's funny.

The Grief Series is a quiet rebellion. It is a polite intervention. It aims to create a space where notions of bereavement or grief can be discussed openly. The Grief Series is multi-sensory with audiences being engaged as participants and co-creators. Informed by rigorous research with academics, clinicians and the public, the series aims to create safe spaces where notions of grief and bereavement can be discussed and expressed openly through a range of empowering creative practice.

The Grief Series is an attempt to make the expression of grief less scary, for the bereaved and those surrounding or supporting the bereaved. I use my own experiences of bereavement, of course I do, but it is not just about me. I don't want the work to be a form of public therapy for me and yet I am not resistant to the possibility of therapeutic by-products, as long as the work remains open and relevant.

I hope that by making space to think, feel and talk our way round grief, with other artists and participants/audiences, that there may be positive, emotional and social outcomes. It is about reaching people.

The interdisciplinary nature of the work recognises that to reach different people you need to use different forms, put the work in a variety of contexts: A theatre, a public space, on the web or in a gallery to allow people to express grief in different ways. It might at times be confusing. It might be funny or sad or frustrating. It will be bold and it is a call to arms...in the politest way possible.

We have been an artist-led project since the start and I have lots of experience in leading large scale projects. A lot of the work will require problem solving, creative thinking and building your understanding of the complexities of the artist-led sector. This role could help you develop the skills to eventually help you qualify for artistic directorships, senior producing roles and a variety of positions. It could also develop your engagement skills as I am a local specialist in my approach to ethical participation.

This is an opportunity for someone who wants to work closely with a lead artist and understand how varied that job is. Although it's mainly an admin based role, I hope to find someone who will become a sounding board and a vital accompaniment to the dreaming spaces I inhabit as an artist.

Whatever your background, you'd do well in this role if you're someone who is calm and kind with bags of common sense! Also if you're someone who feels comfortable working in domestic space, putting the kettle on and opening the biscuits. With that in mind I wanted to tell you a little bit about what the COVID implications are and the steps we will take to keep us all safe.

- You will be considered a key worker by us and the government meaning it will be legal and most appropriate to work from my house and I would require that support.
- We will work with you to develop a system that you are comfortable with regarding distancing and PPE application.
- If you ever feel unwell on a work day we can support you to get a COVID test.
- As a carer you are entitled to free PPE and we will support you to access this.
- We will also work with you to develop a contingency plan should you fall ill.

If you want to establish if this role is right for you get in touch! If not me, someone from the team is happy to have an informal chat before you apply.

We can't wait to hear from you,

Ellie,
Artistic Director



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INITIAL CONTRACT

30 days across 4 months with a view to extend. We are open to accepting two people to job-share this contract. This is a freelance contract so you will be responsible for your own tax contributions and insurance.

The role requires flexible working hours, including some evening and weekend work to support and deliver projects. NB: appointing a substitute is not possible due to the nature of the brief.

Reporting to the Producer & working very closely with the Artistic Director.

Line Management will be informal aside from a weekly check in of 30mins. Communication outside of this must remain regular and consistent. (At the end of this contract we will review the role with you, evaluating yours and our experiences and decide how best to move forwards.)

FEE

30 day contract at £100 per day

LOCATION

Leeds, Please note interviews will be held remotely on the 22nd of Feb 2021

REVIEW

At 6 weeks into this initial agreement period, we will undertake a review where the Assistant, Artistic Director and the producer are present.

This will be an opportunity to evaluate the delivery of the brief so far, including making any necessary amendments to the brief.

HOW TO APPLY

Please send a CV and Cover Letter addressing:

- Your approach to care and support roles
- What skills you will bring to this role
- What attracted you to apply.

We want to support all applicants to be their very best on paper and at interview. We also recognise that not all barriers are visible. Please feel free to self-describe any barriers you have faced in gaining access to the arts that you would like us to know about. You may also want to identify how you overcame those barriers and / or what further resources might help with this if these barriers remain in place.

We are open to receiving video & voice recorded applications (no more than 3 mins).

Finally, please fill out an Equality and Diversity Form and send to griefseries@gmail.com by 10am on 17/02/21 with the subject *Access Assistant Application*

ABOUT THE GRIEF SERIES

The Grief Series is a sequence of seven artistic projects by Leeds-based artist Ellie Harrison. Each instalment is a collaboration with another artist working in a different field including performance, design, photography, installation and sculpture.

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We are a small female and disable-led team composed of Ellie Harrison - Artistic Director, Anna Turzynski - Producer, Jess Sweet - Project Manager, a voluntary steering group and a host of other freelance artists who work with us on a project by project basis. We are working towards giving the Grief Series and the Artistic Director a good ending to a project spanning over a decade.

You can read more about Team Grief here:
<https://www.griefseries.co.uk/team-grief>

We are a project-funded collective with no regular subsidy but in an exciting period of growth as we transition to formally incorporate as an organisation and swell our team towards the final instalment of the series. This will be a celebration and wake to The Grief Series that will animate Leeds City Centre with performance, installations, talks, food and mezcal.

We are currently all part time and self employed so there are times when our structure shifts as members of our team focus on other work or projects. We are committed to equal opportunities and creating an inclusive working environment.

We have an office at CLAY (Centre for Live Art Yorkshire) and have adapted to remote working during the pandemic. Subject to funding we are looking to resource this role until 2023.

THE BRIEF

You will be supporting the Artistic Director in their role, as they lead the vision of projects, design, implement and ensure the smooth running of creative processes. This is a varied contract suitable for people with an interest in interdisciplinary and socially engaged arts practice. It's primarily a delivery role, without much prep time. It's an 'in the room job' but there may be some communication before you arrive to better plan and utilise your time.

This is our first experience of working with an access assistant so regular evaluation is important to us. We have created this brief by doing an Access audit of what provisions we already have in place and what we are in need of as part of a period of organisational development demonstrating our commitment to the successful applicant having a good experience in this contract.

The brief reflects how varied The AD's role is across art making /producing/fundraising/ organisational development. Tasks include but are not limited to:

- Transport: Taking the artistic Director to meetings, workshops, visiting company storage and errands
- Desk-based admin (Printing, scanning, formatting, filing expenses, note taking, minuting, gathering, meeting assistance, sending agendas & implementing a robust handover procedure and system)
- Practical design/sourcing and organising (Ikea visits, tidy office, label stuff, paint boxes, get ins/get outs, archiving.)
- Domestic tasks to give lead artist capacity for high level strategic tasks (. eg.Iron the fabric for a photoshoot to getting coffee)
- On-site mental health first responder. Ensuring there is appropriate rest space. Advocating for rest times and access needs. Communicating access needs to the team, venues and partners when working at a site and working with them to deliver the access requirements.

ESSENTIAL

- Driving Licence & Secured Availability of Car (1 year min)
- Kindness and Patience
- Flexible approach to working and reactive to making reasonable adjustment
- Strong communication & Organisational skills
- Ability to work Autonomously: Self starting/ motivated
- Minuting skills - note taking and proof reading
- Local knowledge / familiarity with Leeds and flexible working hours
- Willingness to complete domestic tasks (getting food/ coffee) & to take on practical tasks
- Technical proficiency (Google Suite, Printers, Basic Photo and Video Editing, Video Calls and Conferencing, Microsoft Suite, data entry)
- Excellent time management

DESIRIBLE

- Educated to A-Level
- Simple design (colour/pattern/texture/) & Advanced Design skill (illustrator/ photoshop/ formatting)
- Woman/femme identifying
- Familiar with The Grief Series
- An understanding of CFS/ ME
- Experience managing Artists Expenses and Expenditure
- Previous experience in pastoral care roles
- Arts Producing Experience
- Autonomous Problem Solving
- Local knowledge- art scene
- Ability to pace (slower & faster)

ABOUT THE ARTIST

Ellie is the Artistic Director of the Grief Series. Making autobiographical work which is trauma informed. She works extremely hard to see The Grief Series reach an ambitious conclusion. Amongst many other things, her expertise lies in participation and ethics although a lot of her practice is 'learning by doing'. She increasingly uses a language rooted in visual art but her main training lies in Theatre and Performance.

Ellie has suffered with M.E also known as Chronic Fatigue Syndrome (CFS) since the age of 11. You can find out more about M.E here: <https://www.nhs.uk/conditions/chronic-fatigue-syndrome-cfs/symptoms/>