

COVE PARK

Programmes & Communications Producer
(Permanent, 3-5 days per week, negotiable and to be worked out flexibly throughout the year)

Location: Cove Park, Argyll & Bute, Scotland

Reporting to: Senior Director of Programmes

Job Description
30 September 2021

Cove Park

Cove Park is an international artists' residency located on an outstanding 50-acre rural site on Scotland's west coast, one hour north of Glasgow. Over its 21-year history, Cove Park has hosted approximately 4,000 national and international residents, working in all art forms and at every career stage. We are committed to supporting creative practitioners and researchers by offering the financial and curatorial support required for research, the production of new work, and peer-to-peer exchange, by fostering a stimulating context in which new ideas can be developed, tested, and shared.

An average of 12 artists are on site at any one time, taking part in a range of residencies and programmes that run throughout the year, creating opportunities for the collective discovery of alternative approaches, the acquisition of new skills and knowledge.

The site, on Argyll's Rosneath peninsula, overlooks Loch Long. Formerly a conservation park, it is now partially managed woodland, with ponds, sheep and Highland cattle. Facilities on site include nine shipping containers, converted into private accommodation and studios, and two oak-framed accommodation units suitable for those working in collaboration. The Jacobs Building opened in 2016 and is an award-winning, purpose-built communal space, providing workspace for residents, rooms for public events and workshops, a library, a kitchen and dining area, laundry facilities and offices, plus two adjacent units of accommodation and studios.

Francesca Bertolotti-Bailey (CEO) joined Cove Park in January 2021 and leads a cohort of 13 professionals responsible for all aspects of the organisation's programme and operations.

Under this new leadership, Cove Park is moving beyond the boundaries of the traditional 'time, space, freedom' residency, and towards an enquiry-based model to encourage cross-disciplinary work and collective intelligence around pressing global concerns. This vision hinges upon a deeper engagement with our geographical and socio-economic context in the belief that working at a hyper-local level helps us to understand and affect change at a planetary scale. This approach is founded upon the belief that artistic research is uniquely placed to unpack some of the most intractable, multi-scalar problems of our times, and that art's transformative power is amplified when the arts work in collaboration with other disciplines. Cove Park is currently expanding the range and number of artforms and disciplines involved in its programme and involving other sectors - such as those of academic and scientific research, technological innovation, and the creative industries as a whole.

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The Role

The Programmes & Communications Producer is a new role, developed in response to the ambitions of Cove Park, its new programmes, processes, and areas of activity. The role will support the Senior Director of Programmes in the design, coordination and delivery of all aspects of Cove Park's national and international residencies, collaborations, and special projects, including development and fundraising, communication and administration. The post holder will have the opportunity to work directly with the artists and researchers on residency, and should be creative, resourceful, self-motivated, and have a strong interest in and commitment to the arts and creative industries.

Key responsibilities will include:

Managing and promoting the open call application and selection processes for Cove Park's funded and awarded residencies in all art forms (including, but not limited to, visual and performing arts, music and composition, literature and translation, crafts, film and moving image, digital practice, architecture and design).

Supporting the work of Cove Park's national and international advisors.

Preparing Residency Agreements for individual artists and Partnership Agreements for organisations collaborating on the development of programmes with Cove Park.

Facilitating logistics and the research requirements of Cove Park's residents in advance of and during their residencies.

Organising international and national travel for artists, advisors, and guests as necessary.

Managing and delivering public programmes at Cove Park and at partner venues (talks, screenings, presentations and open studios), and internal events at Cove Park for the residents (studio visits, networking, training, mentoring and professional development events).

Managing the planning and delivery of Cove Park's communications strategy, devising communications schedules involving newsletters, website updates and social media posts, and contributing to the development of Cove Park's new communications strategy.

Supporting programme planning, development and fundraising from national and international trusts, foundations, and funding bodies.

Managing and supporting the development of Cove Park's Associates programme for former residents.

Supporting the development of Cove Park's archive.

Person Specification

Essential

Management experience: demonstrable experience of working within an arts environment for a minimum of three years.

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Educated to degree level within a relevant art subject, or have equivalent work experience.
An active interest in the arts and creative industries.
The ability to work on own initiative and as part of a team.
The ability to work calmly within what can at times be a busy environment, to meet deadlines and to work across a range of projects simultaneously.
Strong communication and interpersonal skills.
Experience of setting and managing budgets.
Strong and demonstrable IT, administrative and organisational skills.
Driving license.

Desirable

Experience of devising imaginative and engaging communications activity for social media platforms.
Expertise within fields such as music, literature, design, digital practice (to complement existing expertise within the team around visual and performing arts, curatorial practice, architecture, engagement and participatory practice)
Experience of engaging audiences through learning programmes.
Experience of running workshops or training programmes.
Experience of working with archives and documentation.

Terms & Conditions

Contract: Permanent, 3-5 days per week, negotiable and to be worked out flexibly throughout the year.
Office based (remote working may at times be possible)
Probationary Period: 3 months.
Salary: The salary £26/30,000 pro rata, depending on experience.

Line Management

The post-holder reports to the Senior Director of Programmes.

How to Apply

If you would like to have an informal conversation about this role, please contact Senior Director of Programmes Alexia Holt on 01436 850500 or via alexia@covepark.org

To apply, please submit a CV and a short covering letter (no more than 2 sides of A4) by noon on **Friday 29 October 2021**. Applications should be sent via email to Operations Manager Rona Grierson via rona@covepark.org.

First stage interviews will be held at Cove Park, or via Zoom, on Monday 15 November 2021.

We encourage applications from all backgrounds, communities and industries, and we are committed to having a Team that consists of diverse skills, experiences and abilities. We actively encourage applications from African Diaspora people; South, East, and South-East Asian Diaspora people; Middle Eastern and North African Diaspora people; ethnically diverse people; people with disabilities; and all those who have been historically underrepresented within the cultural sector. Our intention is to better reflect society as a whole in our Team in terms of race, religion, ability, gender, age and socio-economic status.

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We will accept submissions in audio or video formats if this is preferable to a written application. If you consider yourself to have a disability, please tell us if there are any reasonable adjustments to the application process that would be of assistance to you. Hard copies of the application may be sent to:

Rona Grierson
Cove Park
Peaton Hill
Cove
Argyll & Bute
Scotland
G84 0PE

Cove Park is committed to safeguarding privacy and related data within recruitment processes and abides by all appropriate General Data Protection Regulations.