



MOVING PARTS ARTS CIO.
Charity no: 1194137
www.movingpartsarts.com

JOB DESCRIPTION: ENGAGEMENT & PARTICIPATION LEAD FREELANCE CONTRACT

Moving Parts Arts CIO is seeking a freelance Engagement & Participation Lead to join our small but dedicated team for the next period of our delivery. This is a fantastic opportunity for an enthusiastic individual to help shape a fast growing arts organisation, which is dedicated to developing puppetry and participatory arts within the North East of England and nationally.

The successful candidate must live in the North of Tyne Combined Authority area (Newcastle, North Tyneside and Northumberland).

Period of work/project: November 2022 - June 2023

There is the potential for job extension and more contact time on a longer term contract after this initial period, depending on the outcome of pending funding applications.

Contact time and fee: 10 days per month on a freelance basis @ £150 per day for 8 months = £1,500 per month (£12,000 total across the 8 month period).

Days per month may fluctuate depending on the demand for project delivery / the hired candidates schedule. However, the monthly fee can either remain regular or vary across the freelance employment period depending on the preference of the hired candidate.

Place of work: Unless carrying out site visits / building relationships in person, all work for this role would take place in the John Marley Centre, Newcastle upon Tyne with Artistic Director Kerrin Tatman, where Moving Parts Arts shares a studio space with Confetti Collective.

Overview of Moving Parts Arts CIO:

Moving Parts Arts CIO is an award-winning arts and community development organisation based in Newcastle upon Tyne. Through the focus of puppetry arts, we seek to improve the wellbeing of North East of England people and its visitors through facilitating unique creative experiences, meaningful participation opportunities and skills development programmes. Since 2017 we operated as a CLG with non-for-profit aims but in April 2021 we progressed to CIO charitable status.

Our core objectives:

- To build and develop a community, audience and base for puppetry in the North East.

- To improve the wellbeing of North East people through puppetry engagement and experiences.
- To represent the North East in puppetry on a national and international platform.

We believe:

- Puppetry is for everyone and brings people together
- Puppetry is a unique art form that offers unique experiences
- Puppetry is diverse, inclusive and accessible

Our flagship output is Newcastle Puppetry Festival, which won The Journal Culture Award for 'Best Newcomer' in 2018. The significant programme of events takes place once every two years and includes performances and workshops for adults, children and families, as well as talks, training and networking events for professionals. We run bespoke community, education and career development projects in the city, such as our Puppet School, to bring creativity into the lives of all Newcastle residents. From 2022 onwards we will deliver larger scale community projects in between festival delivery, with funding secured for 'Teeny Tiny Toon' and 'Wor Seahorse Spectacle' over the coming months. The fourth instalment of Newcastle Puppetry Festival is planned for April 2023.

Key job roles:

- Design, develop and lead an engagement strategy for Moving Parts Arts CIO.
- Coordinate and assist in the delivery of engagement and participation projects, including those linked to Newcastle Puppetry Festival 2023.
- Make meaningful partnerships with North East of England community groups, schools, care homes and other organisations.
- Develop our offer for volunteers and lead the recruitment and management of volunteers at Newcastle Puppetry Festival 2023.
- Assisting with the briefing of artists, facilitators and other delivery partners to ensure project aims are being met and participants are at the centre of delivery where applicable.
- Assisting with collecting evaluation data and documenting projects.
- Assisting with the coordination of food, travel and access support for participants where applicable.
- Assisting with the delivery of live events when participants and community partners are involved
- Generally assisting with project delivery and administration if required.

Desirable skills and qualities

- An understanding of working with grassroots arts organisations and/or charities
- Direct experience of working with community groups and building relationships
- An enthusiasm for puppetry, theatre and/or participatory arts
- Existing connections in the local area
- Good organisation and administration skills
- Confidence with telephone calls and emailing
- Good knowledge of Word and Excel (or equivalent IT programmes) and ability to produce schedules, documents and spreadsheets that would be considered standard for a role such as this (eg. a volunteer rota)
- A friendly and enthusiastic attitude
- Experience of working both individually and with a team
- A full clean driving licence (not essential)
- An Enhanced DBS certificate (not essential - we can provide this if needed)

Essential

- The successful candidate must live in the North of Tyne Combined Authority area (Newcastle, North Tyneside and Northumberland). This is a key priority for the funders that have made the creation of this role possible. The successful candidate would be required to produce a recent utility bill or equivalent to confirm this and allow us to report back to funders.

Application process

To apply, please send a **CV** and **separate cover letter of up to two pages of A4** which describes the following:

- Confirmation that you are a resident living in the North of Tyne Combined Authority area (Newcastle, North Tyneside and Northumberland). Please note that you do not need to send a utility bill at this stage of the application process.
- Why you are a suitable candidate for this opportunity
- What experience and skills you would bring to the table, referring particularly to the 'key job roles' and 'desirable skills and qualities' sections above
- Why this opportunity would benefit you at this stage of your career
- Anything else that you feel might be relevant to your application

If preferable, prospective candidates can submit a video application of up to 3 minutes in place of a written cover letter. Please do not send time-limited links or videos that must be downloaded, such as WeTransfer. Instead, please use links from YouTube, Dropbox or a similar platform.

Moving Parts Arts is especially keen to hear from those who consider themselves from underrepresented groups within the creative industries workforce, including people with disabilities, people from the Global Majority, and people from the LGBTQIA+ community.

Please email your application to Kerrin Tatman at info@movingpartsarts.com with 'ENGAGEMENT LEAD APPLICATION' in the subject line.

Submission deadline: Friday 28th October 2022, 6pm

Shortlisted candidates will be invited to an interview in the week commencing 31st October 2022.

The successful candidate will begin as soon as possible after the 7th November 2022.

This opportunity has been made possible through funding from North of Tyne Combined Authority and the Community Foundation Tyne & Wear and Northumberland.