

Community Programme Delivery & Marketing Officer

Hours: 10.5 hours per week over minimum 2 days, ideally Tuesdays, Thursdays and or Fridays (includes regular evening work)

Start date: w/c Monday 9th January 2022

Location: Remote

Salary: £25,000 - £27,500 pro rata (dependent on experience, 28 days A/L pro rata)

Total fee: £7,500 - £8250 (1 year fixed term contract, extension dependent on funding)

Reports to: Lead Producer
Artistic Director

Overview

CRIPtic Arts is recruiting for a deaf or disabled programme delivery and marketing officer (£25,000-27,500 pro rata, 10.5 hours per week), to deliver and market our project **Connect through Creativity**.

CRIPtic Arts is an arts development organisation working in three key areas:

- Training, learning, and development for deaf and disabled people in the arts
- Showcasing and promoting artistic and creative work by deaf and disabled people
- Researching and developing resources and campaigns to make the arts more accessible for deaf and disabled practitioners and audiences

Connect through Creativity is a year-long series of events for deaf and disabled people who are interested in the arts. It gives them a means to develop, share, and perform work in a supportive environment.

The programme consists of a range of creative workshops targeted at deaf and disabled people who are interested in the arts, whether for self-expression, interest, and enjoyment, or as a part of their career. You would be organising, producing, and marketing this series of workshops, which will include:

- Twelve creative writing workshops led by a deaf or disabled writer, across three or four writing genres
- Twelve arts workshops led by a deaf or disabled practitioner, with ideas including digital art, movement, vocal work, and more
- Twelve deaf and disabled writers' salons, each including a short workshop by a deaf or disabled writer, a reading by a deaf or disabled writer, and an open-mic session for which anyone can register in advance to read
- Six sessions for deaf and disabled people interested in the arts to meet, connect, and network
- Six bookable afternoons of 1:1 slots with the Artistic Director at CRIPtic Arts, Jamie Hale

It is funded by Scope and CAF Bank, as part of a programme designed to build connections and resilient communities of deaf and disabled people.

This role is reserved for someone deaf and/or disabled, by this we mean “people who face disableist [including audist] barriers”, or “people who identify themselves as deaf or disabled – or are identified by others as deaf or disabled in society”. You can [read more about what we mean by this here](#).

The start date will be on the w/c Monday 9th January. There will be a probation period of 3 months. The role will be for a fixed term contract of 1 year.

The Role

The Community Programme Delivery & Marketing Officer will be responsible for:

- Working with the Artist Director and Lead Producer to ensure the Communities Programme meets its project aims and objectives
- Programming and delivering our 2023 communities programme, featuring approximately one event per week comprising of workshops, salons, networking sessions and 1:1 sessions
- Setting up community events on appropriate platforms including Zoom, Eventbrite, Calendly and our website
- Hosting and representing CRIPtic Arts at events
- Identifying and recruiting facilitators and readers for events
- Providing technical support for facilitators at events
- Organising BSL Interpreters and access for events
- Collecting and handling photos, bios, image descriptions and invoices from event facilitators, logging invoices according to our procedures
- Devising a social media and strategy for community events
- Creating and actively promoting marketing materials for events (adverts, social media)
- Tracking and building engagement with our content and events
- Managing promotion of events on the CRIPtic Arts social media accounts
- Collecting and collating feedback from community events, and reporting on the success of the programme, including contributing to our reporting to funders
- Monitoring the team inbox with the support of the Lead Producer

Person Specification

Essential

- Deaf and/or disabled
- Experience of event management or production
- Experience of creating social media content which achieved high levels of engagement
- Experience working within an office or administrative role
- Experience of using visual design tools such as Canva
- Proven ability to use own initiative to tackle problems and find solutions

- Excellent IT skills and experience in designing and using documents and spreadsheets
- Professional communication style including telephone and email with excellent spoken and written English*

Desirable

- Experience programming and running events, whether online or in person (such as talks, workshops)
- Experiencing leading events on Zoom, introducing facilitators, and chairing discussions
- Experience with social media marketing
- Experience working with BSL signers and proficiency in BSL
- Experience and understanding of creating accessible social media content
- Understanding of the social model of disability
- Knowledge of and contacts within the disability arts scene

To Apply

To apply, please send a CV (max 2 sides of A4) and cover letter (max 1-2 sides of A4 or a 5 minute video in spoken English (please caption if so) or BSL) which explores how your experience and skills match with the requirements in the job description to team@cripticarts.org.

The application deadline is 5pm, Friday 9th December. Interviews will be held on the 15 & 16th December.

If you need any support in completing your application, or would prefer to submit it in another format, please contact us at team@cripticarts.org.

If you require a BSL interpreter available at the interview stage and this cannot easily be provided via Access to Work, please let us know and we will arrange one.

We encourage and prioritise applications from people who experience racist, xenophobic or classist barriers due to their underrepresentation in the current CRIPtic team. We also encourage applications from people who have experience of other and intersecting forms of oppression which have created additional barriers in their access to work in the arts.

If you need support to carry out telephone calls or write documents e.g. BSL interpreters or a support worker through Access to Work we are able to support you in applying for this funding.