

Job Vacancy

Learning Organiser

Based in the Highlands & Islands

14 hours per week (£28,500 pro rata per annum)

Two-year fixed term contract from April 2019-March 2021



The Role

Scottish Artists' Union, the trade union for visual and applied artists in Scotland and one of the largest arts membership organisations in the country, is recruiting a Learning Organiser based in the Highlands & Islands.

The post involves organising and developing workshops, training and events for members working in the Highlands & Islands as part of the union's Scotland-wide Learning Programme. The aim of the programme is to ensure equality of participation for artists as workers across the sector and to professionalise artists' everyday sector skills to successfully manage and navigate the barriers to freelance working. The programme is funded by Scottish Union Learning through the Scottish Trade Union Congress.

The Highlands & Islands Learning Organiser will support the Learning Programme Manager (based in Glasgow) to develop and deliver the programme in the Highlands & Islands. We are looking for candidates who are based in the Highlands & Islands. The role is to develop, host and attend courses and workshops, represent the union at various events, facilitate members' meetings and groups, meet members, drive recruitment, and to steer the union organising agenda in the Highlands and Islands. The Learning Organiser provides a public face and advocates for the union making it better able to maintain professional constructive relationships, recruit and retain members.

Main Aims Overview

- Organise opportunities for artists to gain skills and to meet one another, enabling them to plan and navigate freelance working and to better manage the economic environment of the visual and applied arts sector;
- Recruit, organise and retain union members by managing a network of artists in the Highlands & Islands using learning and events as an organising tool;
- Increase the understanding of the value of the artist to society by working in partnership and research and provide information about artists' working circumstances;
- Align with the established trade union movement networks and wider labour movement community.

Main Duties & Responsibilities

- Working with artists, the sector and the wider trade union movement to increase support and understanding of the value of the artist and what they bring to society;



- Research and identify the professional needs of working visual and applied artists based in the Highlands and Islands;
- Assist the Learning Programme Manager in the organising and delivery of courses, events and workshops in the region;
- Develop online and offline artists' networks;
- Develop and maintain partnerships with visual and applied arts organisations in the Highlands & Islands;
- Administration duties including project evaluation, learning budget and end of project reporting as required with support from the Learning Programme Manager and;
- Assist in making applications to the Scottish Trade Union Congress Learning Fund for the provision of courses and workshops with support from the Learning Programme Manager.

Publicity & Marketing

- Update Facebook, Twitter, Instagram, and learning pages on the website;
- Assist in the marketing and publicity of learning events;
- Raise awareness of courses and classes through partnership publicity;
- Distribute press releases and information on the programme;
- Assist in developing and updating a visual and applied arts industry mail list;
- Create and upload pre and post event information to the Scottish Artists Union website.

Workshop Design

- Work with the Learning Programme Manager to create participative and creative courses, events and workshops and liaise with tutors, speakers and workshop facilitators;
- Use Peer to Peer learning where possible and make use of tangible sector case studies.

Other

- Attend Staff and Executive meetings when required;
- Travel around the region for courses, events and workshops when required.

Criteria & Key Requirements

Candidates should be highly motivated and have a proven commitment to working with artists and knowledge of artists working lives as well as an understanding of trade unionism. Ideally candidates should have experience of organising, hosting and delivering events and a working knowledge of the creative industries. Candidates should have excellent communication skills, an ability to work independently as well as part of a team and good IT skills.



Essential Criteria	Desirable Criteria
3 years' experience of working in the visual and applied arts sector	Experience of managing social media for a long-term arts project
Visual or Applied Art Qualification (Degree or Equivalent)	Experience of creating and managing artists' networks online
3 years' project delivery experience	Links with arts media in Scotland
Evidence of skills: <ul style="list-style-type: none"> • project planning • problem solving • decision making • critical thinking • event management • negotiation skills • reporting to external funders • monitoring and evaluation procedures • creating partnerships • communication skills and working relationships • quality management 	Knowledge of the issues facing workers within the visual and applied arts sector in Scotland
Experience of making successful applications for funding	Experience of researching skills requirements
Experience of managing freelance workshop leaders, artists and course providers	Knowledge of key stakeholders within the visual and applied arts sector
Experience of organising marketing and publicity of arts events or courses / classes / workshops	Experience or involvement in the trade union movement

The closing date for return of all applications is **12 noon on Monday 15 April 2019**, and shortlisted candidates will be interviewed in **Inverness on Wednesday 24 April 2019**. To apply, submit a cover letter and CV (max 4 pages of A4) outlining your previous experience, suitability for and interest in the role. Applications should be sent to learning@artistsunion.scot by the deadline.

SAU is an equal opportunities and living wage employer.

If you would like any more information or have any questions about the role, please contact learning@artistsunion.scot.