

The Line Youth Guides – Freelance Producer Job Description and Person Specification

Five-month contract (June to October)

2-3 days per week

Commencing 1st June 2021

£200 p/day

Producer fee: £6,000

Reports to: The Line Engagement Manager and Co-Founder & Director

Location: working remotely, on The Line and in neighbouring boroughs

The Line is seeking an experienced and dynamic Producer for its new Youth Guide programme. This forms a key part of Visible / Invisible, a new collaboration between The Line, National Portrait Gallery and London College of Fashion which seeks to address the inequality of opportunity for local young people within the arts in East London. Through school workshops, skills training and paid work placements, Visible / Invisible will provide transferrable skills and will support entry into creative careers.

The Line Youth Guides will be recruited through schools and sixth form colleges in four of the Olympic boroughs (Hackney, Newham, Tower Hamlets and Waltham Forest). Funded by the Westfield East Bank Creative Futures Fund, the programme will provide pre-application training, support with CV writing and one-to-one application support from London College of Fashion. Once recruited, the sixteen Youth Guides will undertake paid training prior to commencing work as paid guides on The Line. As guides, they will work in pairs on weekends, for four hour shifts on The Line, engaging the public in conversation, providing information about The Line and sharing their own ideas about public art.

About you:

You will have experience of inspiring and engaging young people from backgrounds that are typically hard to reach, a proven track record of budget and timetable management as well as experience of contributing to evaluation for research purposes.

You will have a demonstrable ability to engage and sustain programmes with young people. The role will require you to work with London College of Fashion to identify, recruit and manage the training of sixteen 18-year-olds for their employment as Youth Guides on The Line. Once employed, you will be their main point of contact to help with any questions and, with the support of the Engagement Manager, to resolve any issues that might arise. You will need to secure their trust, maintain their commitment to the programme and supervise their employment on weekends for the duration of the programme. All activities will need to be delivered in line with The Line's policies and protocols.

Your duties will include:

Recruitment: June 2021

- Liaise with colleges and youth networks in Newham, Waltham Forest, Hackney and Tower Hamlets to encourage young people to take up this opportunity

- Liaise with LCF to manage bookings for webinars and to deliver toolkits and online sessions to support young people's applications, including CV writing and interview techniques
- Coordinate selection process and interviews with short-listed candidates with The Line and LCF at the end of June
- Complete risk assessments and method statements where required
- Prepare equipment and materials required by selected trainees

Training: Early July 2021

- Coordinate and manage an online / in person course for the sixteen selected students (the course will equip them to talk about artworks, heritage and wildlife on the route)
- Support trainees to develop skills in presentation and talking to the public
- Capture participants' ideas to inform content
- During the Youth Guide's training, coordinate visits to The Line for students who participated in school workshops to give feedback and have informal tours from the trainee guides
- Distribute branded materials and work manuals
- Create scheduling and planning for the Youth Guides programme

Pilot: July – September 2021

- Coordinate and manage sixteen Guides to work in pairs at four key points to provide information and a friendly local face for the project
- Oversee and coordinate guides throughout their employment (taking registers, approving timesheets, managing any issues that might arise) every Saturday and Sunday July – September (four-hour shifts on both days plus set up time and finishing up duties)
- Ensure Youth Guides remain motivated to attend, keep to schedule and are well supported with any concerns that may arise

October (2 days):

- Feed into evaluation and capturing feedback from participants

About you:

Essential:

- Proven track record of delivering successful arts-based programmes with young people aged 16-18 upwards
- Demonstrable ability to enable engagement for young people from a range of backgrounds
- Excellent communication skills: the ability to effectively represent The Line through one-to-one meetings and presentations to young people
- Experience of managing work timetables, scheduling and programmes with clear outcomes
- Computer literate with experience in the use of MS Word, Excel and PowerPoint
- Enthusiastic with a passion for arts and young people

- Commitment to tackling the lack of diversity in the public realm and in the creative arts in the UK and to addressing the inequality of opportunity within the arts in East London for local young people.

Desirable:

- Educated to degree level preferably in a relevant subject or equivalent employment experience
- Some links with colleges and /or community youth groups in East London
- Experience of working with socially excluded young people
- Experience of delivering walks / managing tours

Behavioural Approach

- Highly organised and self-motivated
- Creative and resourceful
- Team player
- Happy to work outside normal office hours and outdoors in all weathers

Circumstances

- Flexibility with working hours will be necessary as this post will require regular weekend working

Application deadline and interviews

The closing date for applications is 5pm, Wednesday 19th May

Interviews are expected to take place via Zoom on Tuesday 25th May.

We are committed to equality and diversity within our workforce and in all opportunities. Our recruitment process is open to all but we would particularly like to encourage applications from people from Black, Asian and ethnically diverse backgrounds, those who identify as LGBTQ+, those from lower socio-economic backgrounds and those who identify as disabled, as these groups are currently underrepresented in our teams and the cultural sector more widely.

How to apply:

1. Read the Job Description
2. Prepare your application which should include:
 - Your CV (no more than 2 sides)
 - Covering letter: please ensure you tell us how you meet the essential and desirable experience in the person specification (no more than 2 sides)
 - A completed Equal Opportunities Monitoring Form
 - The names, email addresses, and telephone numbers of two people who can give you a reference. At least one of these should be your current or most recent employer.
3. Email your application to info@the-line.org

If you would like any further information, have any specific requirements or would like to discuss any aspect of the role in confidence, please contact info@the-line.org to arrange a call.

Any application received after the deadline may not be included in the recruitment process.

If this process is not an appropriate method for you because of an impairment or disability, please contact us to make alternative arrangements.

We will acknowledge all applicants with a response.

This job description is available in large print. Please email info@the-line.org

Background to The Line

The Line is London's first dedicated modern and contemporary art walk. The route runs between the Queen Elizabeth Olympic Park and The O2, following the waterways and the line of the Meridian. This outdoor exhibition space encourages locals, Londoners and visitors to the capital to engage with modern and contemporary art, whilst also discovering this lesser-known part of the city, its wildlife and heritage.

Background to Visible / Invisible Collaboration

Visible / Invisible brings together The Line, National Portrait Gallery (NPG) and London College of Fashion (LCF) in a substantive collaboration to explore themes of identity and representation in the digital and public realms. The project will evolve through participatory image-making, critical engagement and experimentation. This project seeks to tackle the lack of diversity in public art and in the creative arts in the UK and to address the inequality of opportunity within the arts in East London for local young people.

Visible / Invisible is supported by Westfield East Bank Creative Futures Fund, funded by Westfield Stratford City and delivered by Foundation for Future London.