

## **POOL ARTS STUDIO MENTOR / MANAGER**

Freelance position for 12 months (average 1 day per week - working some weekends / evenings may be required) Daily fee up to £200

**Deadline for applications 3rd October 12:00. Interview will be week beginning 31st October**

Pool Arts is a registered charity and a company limited by guarantee founded in 1999. It is run by and for its members with a board of trustees elected from the membership. Its aims are to provide peer support, training, opportunities and facilities for those who have found that their artistic practice is a powerful tool in improving their lives and maintaining mental well-being. People get involved for a variety of reasons including wanting to build a portfolio, to meet others or to get experience of exhibiting and progressing their practice. Members' art forms could include music / writing / performance as well as visual arts of all kinds. See [www.poolarts.org](http://www.poolarts.org) where more info about pool arts can be downloaded or e.mail [poolarts@gmail.com](mailto:poolarts@gmail.com) or call Alison on 07767356302 for more information.

Pool Arts has secured one years funding through Arts Council to employ a freelance studio mentor / manager for their new studio in Ardwick, due to open in January 2017. We currently have a total membership of 17 active members + sleeping members and are hoping to expand the membership in the coming year including a new category of Associate Members.

You will have administrative skills and knowledge and experience in the arts and of working with those who have / have had mental health problems. You will work an average of 8-10 hours a week. You will support Pool Arts in the management of their exciting new flexible use studio space in Ardwick. You will have the possibility to use of the studio for your own work, by arrangement.

The role will be very flexible with some days seeing you working flat out on setting up an exhibition and other days more studio based and mentoring individuals to progress their practice. We are looking for someone with a can-do attitude, who can make the role their own, with a good sense of humour and a friendly, cooperative, flexible and practical outlook. You will be supervised by St Luke's Art Project's lead artist and managed by the Pool Arts management committee in the following tasks:

### **Mentoring**

- Day to day support / enabling / mentoring of members
- Arranging training sessions for members - in-house and elsewhere

### **Managing**

- Managing use of the studio space by members, Associates and others.
- day to day housekeeping and health and safety issues
- Basic book keeping alongside the treasurer
- Liaison with landlord and other tenants of the building
- Identifying funding opportunities and supporting with fundraising

### **Public Facing**

- Identifying opportunities for the organisation and individuals (exhibition / conferences / volunteering / partnerships with other organisations)

- Upkeep of website (training will be given)
- creating publicity for exhibitions / helping to promote Pool Arts to new members.
- Help to arrange, curate and mount exhibitions and events

**Person Spec / preferred skills (essential\*)**

- Artist / experience of working in the arts\*
- Apple mac user
- Knowledge of Manchester's Arts scenes\*
- Administrative skills: word / excel / internet / fundraising\*
- Well organised and self motivated – able to plan and manage work independently and on your own initiative\*
- Knowledge of or experience of working with people with mental health issues\*
- Empathic\*
- Knowledge of health and safety issues (desirable)
- Experience of working in a team/organisation\*
- Awareness of and commitment to equal opportunities and safeguarding\*
- Good people skills – able to communicate well verbally and in writing\*
- driving license (desirable)

The selected person will be required to undertake a DBS check.

**HOW TO APPLY:**

- Please write a letter of application explaining **why you are a good candidate** and **how your experience relates to the above qualities and skills**. Please keep this to around one side of (well spaced) A4 using min 12pt text size. Send .doc or .pdf files
- Tell us which day of the week / time of day would suit you best for interview
- Indicate when you would be able to start work and your other ongoing work commitments.
- Supply your CV including name and address / telephone number / e.mail
- contact details for 2 referees, one of which should be your most recent employer. We will only contact referees should you be successful at interview.
- a couple of images of your work or a weblink to other work you've been involved in.

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Please apply by email:  
poolarts@gmail.com