



JOB DESCRIPTION

Job title:

Arts Assistant- Friday Express It!

Bloomin' Arts is driven by the voice of disabled adults to provide high quality opportunities in the creative arts. Each individual develops their artistic talents and builds valuable connections with our local and artistic community. Independence and physical, social and emotional wellbeing is our aim.

In our small friendly workshops, our highly experienced artist tutors are able to focus on individual skills and bring out the best in all participants.

We are based in Lingfield, East Surrey. We are in a rural location with no pavements or streetlights and direct access to public transport. You will need your own transport to get here.

We are looking for an Arts Assistant to assist our two lead artists to deliver our Express it! Group.

This group explore a mixture of artistic forms and your ability to support the lead artists and be willing to get involved in a variety of art forms support is key to the diverse creative nature of this group.

- Fridays, Hours start 9.00am – finish 4.30pm
- 1 day a week for 37 weeks of the year– Term Time only
- Freelance Fee - £110 per day
- This is a freelance role, and you will be responsible for your own tax and national insurance. Payment is made through presentation of a monthly invoice.
- Sessions are participant driven, meeting the Express It! groups creative aims and ambitions and The Artistic Strategy of Bloomin' Arts.
- Line Manager: CEO
- DBS check.
- On top of the delivery weeks. We pay for planning time for two half days a term for the course team to meet and plan.
- Monthly Staff meetings are paid extra as a flat hourly rate.

Bloomin Arts is committed to safeguarding and promotes the welfare of all participants. We are committed to the promotion of equal opportunities. This post is classed as having a high degree of contact with vulnerable adults and is exempt from the Rehabilitation of



Offenders Act 1974. It is therefore subject to an Enhanced disclosure through the Disclosure Barring Service.

Express IT! Group Fridays delivery time 10.00am – 4.00pm

This is a group for which the aim for participants is that they “find their voice” and learn how to express themselves through art and drama, whether they want to speak up or speak out, expand their imagination, or take the lead! A space for participants to develop self-awareness and self-advocacy by practicing communication and team working skills, in a fun supportive environment.

We are looking for someone who is personable, enthusiastic and professional. Passionate about the creative work produced by our disabled artists and looking for new ways to support and develop creative talent.

Our participants bring one to one or two to one carers and others come independently to our sessions.

- Express It! group consist of 13 participants and with their carers takes the group size to 18 in total.

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Skills and characteristics for this role

Warm and friendly

A good organizer

Enjoys working as part of a small team.

Patience

Flexibility- sessions have to change sometimes.

Comfortable with multi-tasking and responding to change.

Inclusive in your approach, adapting tasks so that everybody is included.

Understanding that some participants bring one to one or two to one carers and others come independently.



Main tasks of job:

- Support the Lead Artistic Tutors with a willingness and interest for the creative arts, to assist in the delivery of the Express It! sessions. Supporting in an inclusive and accessible format (training in inclusive practice can be provided)
- Understanding and willingness to be involved in the delivery of quality arts practices, to develop our participants artistic knowledge and experience. Adapting to support everyone to access the activity.
- Support the Lead Artistic Tutors and the CEO in the course project planning and performances/exhibitions for the group. Supporting the fundraising strategy and project course funding for Bloomin' Arts.
- Support the Lead Artistic Tutors to maintain a diary of activity and feedback to gather the necessary evidence, including and not exclusive to photographs, video and written evidence.
- IT Skills – Confident in using Microsoft packages Word, Excel, PowerPoint, Outlook and cloud-based systems. Apple Mac competent (training can be provided)
- Support the Lead Artistic Tutors in completing of risk assessments (training provided) and leading and maintaining health and safety standards.
- Confident in providing professional written and verbal communication in a polite and courteous manner.
- Availability to attend monthly team meetings.
- Willingness to attend training in line with your responsibilities.
- Any other reasonable tasks as directed by the Lead Artistic Tutors and CEO
- The duties and responsibilities above do not represent a full list of those expected of the post holder. It is also recognised that the duties of all posts are subject to change over time.

BLOOMIN' ARTS PARTICIPANTS JOB DESCRIPTION

Personal Qualities:

What we would like you to do:

- Get to know everyone's abilities and then find ways to encourage us to achieve more...if that is what we want.
- Work collaboratively with co- artist.
- Encourage and support us.
- Don't take over, be cool, be chilled.
- Follow the group rules they are for everyone.

How we want to be treated:

- With respect, help us to be independent.
- Be friendly and outgoing, encourage us.



- Be trustworthy