

ffotogallery

Role Introduction: Kickstart Positions (6 jobs)



Who are you?

You are a creative person, passionate about the arts and their potential to engage people from all walks of life. You welcome the opportunity to become part of a small, dynamic and ambitious team and contribute to the planning and delivery of creative projects.

You might have some experience; this may or may not have been related to the creative sector, but there are some transferable skills and experience you can apply to this role.

You come with a positive attitude and willingness to learn and develop in the role. You are committed to widening access, inclusion and diversity in the arts, and enjoy collaborating with others, including artists, educators, audiences and project partners.

You are happy to travel into Cardiff for work or to relocate, if necessary, for which support will be provided. Or you may have particular needs that require extra support and adjustment to the work environment and routine; Ffotogallery will strive to address any needs you may have, within available resources.

Who are we?

From our beginnings over forty years ago, Ffotogallery has believed in the power of the visual arts to transform people's lives, whether aspiring photographers and artists seeking to express themselves through their work, or an audience member gaining new insights into the world through the imagery they encounter in an exhibition, in a book or online.

Our vision is for everyone to be able to enjoy transformational experiences through photography and its associated media. It is important to us that our exhibitions and events, publishing, learning and engagement activities connect with culturally diverse neighbourhoods and communities in Cardiff and Wales, ensuring that all residents are able to contribute to, and

benefit from, our success. Through our extensive online offer and touring of Ffotogallery exhibitions, our publications and four previous editions of Diffusion: Cardiff International Festival of Photography, the reach and impact of our work is across the globe.

In September 2019 we moved into our current home in Cardiff, which is both an engine room and showroom; a place where new ideas and creative projects are generated and also a welcoming venue offering inspiring encounters with contemporary photography. As well as an excellent gallery and events space, the new centre includes a publicly accessible library/resource room, creative studio and a small bookshop. Our website and socials, and our extensive digital activities, enable us to share our exhibitions, projects, archives and participatory work with a wider global audience, as well as a platform for marketing and sale of books and services.

All of Ffotogallery's work for the next three years is based around the theme of *Many Voices, One Nation*, with the key aims of promoting greater cultural diversity, access and inclusion, lifelong learning, innovation and excellence. Ffotogallery continues to work hard to tackle social inequalities; we value the role people from all parts of our society can play in creating a vibrant arts scene. We know that the arts in the UK, and Wales in particular, will be stronger, more exciting and relevant to more people if we embrace diversity. We are constantly looking at what we do and at how we work through fresh eyes, knowing it will help revitalise our approach and widen access to the arts.

To read more about Ffotogallery's work, visit the following websites:

www.ffotogallery.org

www.diffusionfestival.org

<https://www.theplaceicallhome.org/>

What will the roles include, over the six months?

Along with 5 other Kickstart positions, you will be a key member of the Ffotogallery team, helping with planning and delivering the fifth edition of Diffusion: Cardiff International Festival of Photography in Autumn 2021. Alongside more conventional photographic exhibits, the festival includes 360 degree immersive cinema with live performance, VR and interactive digital installations, 3D photographic portraits and music, video and projection.

How will Covid-19 affect the role?

We are living in uncertain times regarding any future restrictions on travel, public gatherings and access to our workplace. The team kept working during lockdown by allowing flexibility in how our work is structured and by maintaining a home/workplace balance in terms of our schedule. There are new measures now in place designed to ensure the confidence and wellbeing of staff and visitors, whose health and safety remains our paramount concern.

Because of the ever-changing situation, we will discuss appropriate working arrangements for you in the context of your role and public health guidance.

What support can Ffotogallery offer me?

We operate a staff development programme, which includes individual training and development plans. As well as induction and ongoing support in the role, training will be provided as required in relation to the role, along with mentoring and advice regarding your future employment behind the placement.

We will help you to realise your full potential through training and the opportunity to broaden your knowledge and experience, as well as helping you plan your next steps in terms of career progression.

Rate of pay and hours

All roles are paid at National Minimum Wage, for 28 hours per week spread over Ffotogallery's business opening hours (9.30am – 5.30pm Mondays to Saturdays); there is the possibility that the hours required per week could increase closer to Diffusion. Working days for each staff member will be scheduled accordingly.

Please see below for each role description.

1) Marketing and Communications Assistant

Working closely with Operations Manager, the Marketing and Communications Assistant role focuses on coordination and delivery of marketing, press, media and PR activities to increase visitor numbers, build audience engagement, and wider coverage and visibility of the festival in a national and international context.

Tasks will include:

- Developing web and Social Media outputs, including creation of and publishing scheduled content, monitoring and reporting on interactions on Twitter, Facebook, Instagram
- The creation of content, production and distribution of print and online material
- Assisting with the organisation of promotional events, and attendance at events as a representative of Ffotogallery
- Providing information, invitations and regular updates about Ffotogallery events and activities

Essential skills and experience

Your life experience, enthusiasm and passion for the arts are more important to us than formal qualifications and the paid work you have done previously. However, you must be confident in working with different media tools and platforms, managing digital files and creating new content to be uploaded onto web and social media platforms.

2) Digital Producer

The role of Digital Producer focuses on the production of digital assets – videos, slideshows, virtual exhibitions and downloadable learning resources – for distribution through online and social media channels and platforms. That requires an aptitude for digital creativity, resourcefulness and a practical approach to each stage of the production process.

The Digital Producer will liaise with the Ffotogallery Team, artists, partners, freelancers and suppliers, as required, in planning and delivery of the digital engagement programme. Specifically, to:

- Produce creative content for web and social media platforms and accompanying learning and engagement activities and resources
- Provide guided tours for visitors and contribute to our public facing activities and events delivery
- Participate in training and professional development opportunities, as required
- Undertake specific additional activities, as required by the role, at the request of the Director

Essential skills and experience

Your life experience, enthusiasm and passion for the arts are more important to us than formal qualifications and paid work you have done previously. However, you must be confident in working with different media tools and platforms, managing data files and creating new content to be uploaded onto web and social media platforms.

3) Exhibition and Event Assistant (2 posts)

The role of Exhibition and Event Assistant focuses on interaction with artists, international guests and visitors to Ffotogallery exhibitions and events. You will contribute to the preparing of the exhibitions and participatory activities and the daily running of them, working with the Ffotogallery team and volunteers on public-facing events, and delivering front line invigilation and 'live guide' services.

Responsibilities will include:

- Preparation of displays and reception/workshop areas

- Care of the display areas and public facilities
- Providing a welcome and 'live guide' experiences for visitors
- Delivering events and activities to engage audiences and participants
- Invigilation, sales and operational support in various venues
- Collecting audience data and feedback for evaluation purposes
- Interacting with members of the public, working as part of the team

Essential skills and experience

Your life experience, enthusiasm and passion for the arts are more important to us than formal qualifications and the paid work you have done previously. However, you must be confident in dealing with the public and able to communicate effectively with visitors and other members of the Ffotogallery team.

4) Technical Assistant

Focusing on practical technical skills, the Technical Assistant will contribute to the preparation and running of the exhibition spaces and installation of exhibitions, working closely with the Director, Exhibitions Manager and freelance technicians. Tasks will include:

- Construction of displays and reception/workshop areas
- Painting and reinstatement
- Installation and de-install of artwork
- Maintaining, storing and organising tools and equipment
- Providing technical and operational support for exhibitions and associated events and activities
- Invigilation, sales and operational support in various venues
- Follow health and safety rules and regulations
- Interacting with members of the public, working as part of the team

Essential skills and experience

Your life experience, enthusiasm and passion for the arts are more important to us than formal qualifications and the paid work you have done previously. However, you must be confident in handling tools, have good audiovisual skills and knowledge of what is involved in installations and providing technical and operational support for events

5) Administrative Assistant

Working closely with Operations Manager, the Administrative Assistant role focuses on maintaining effective finance, operations and administrative systems, in particular:

- Ensuring that invoices and payments are logged and supplier records are updated and maintained etc.
- Ensuring that the reception and visitor management systems are managed effectively and that any staff or volunteer absences are adequately covered to maintain business continuity
- Administrative and operational support for the planning and delivery of events, group visits and participatory activities at our centre and during the Diffusion festival
- Keeping calendars and holiday records up to date
- Dealing with customer enquiries, by phone and in person, and supporting the frontline reception
- All other duties as relevant to the above

Essential skills and experience

Your life experience, enthusiasm and passion for the arts are more important to us than formal qualifications and the paid work you have done previously. However, you must be reliable and organised in terms of ensuring that the above areas of work are covered in an efficient and timely manner to ensure business continuity and customer care