



APPLICATION PACK: RESIDENTS' PROGRAMME MANAGER

Closing date: 9am on Monday 21st June



May 2021

Dear Applicant,

This application pack for the position of Residents' Programme Manager at the South London Gallery includes:

- Information about the South London Gallery
- A Job Description and Person Specification

To Apply

Please go to Breathe HR <https://hr.breathehr.com/v/residents-programme-manager-16741> to download an Applicant Details Form and an Application Form and submit both forms via the green APPLY button at the bottom of the page.

Please also complete the online equal opportunities monitoring form here: <https://www.surveymonkey.co.uk/r/NWPCTJL> The equal opportunities form is anonymous and separate to your application.

The purpose and key tasks and responsibilities of the position are set out in the job description. The knowledge, experience and competencies we are looking for in the successful candidate are listed in the person specification. It is important to read carefully all the information before completing the form.

Please do not attach CV, references or educational certificates to your application form. Applications in the form of CVs will not be considered.

The closing date for receipt of completed applications is **9am on Monday 21st June**. We regret that applications received after that time cannot be considered. Interviews will be held on **Tuesday 29th June**. It is currently anticipated that interviews will be in person at the South London Gallery.

Shortlisted candidates will be contacted by phone or email and invited to attend. The selection process will include a written application form and panel interview. If you will require any special arrangements at any stage of the selection process please fill in the relevant section of your application form or contact Cathy Hirschmann at cathy@southlondongallery.org or telephone 020 7703 6120

We guarantee to interview all applicants with a disability who meet the essential criteria listed in the person specification and to appoint on the basis of objective criteria.

Unfortunately we are unable to write back to all applicants at the shortlisting stage, or to give specific feedback on why you have not been shortlisted. If you do not hear from us by Friday 25th June please assume that you have not been shortlisted in this instance.

If you have any queries regarding the process or the role please contact Cathy Hirschmann, Deputy Director, on 020 7703 6120 or at cathy@southlondongallery.org

Thank you for your interest in the South London Gallery. We look forward to receiving your application.

Cathy Hirschmann
Deputy Director

South London Gallery

The South London Gallery (SLG) is a locally, nationally and internationally recognized centre for contemporary art with an acclaimed and award-winning education programme. Founded in 1891 as a purpose-built gallery, the original site has expanded to include the Clore Studio, a flat for artists in residence, and a café (since 2010); an artist-designed garden (opened in 2016); the Fire Station (opened in 2018); and Art Block, a space for local children and families on Sceaux Gardens estate.

Since its first expansion in 2010, the gallery has grown from welcoming 25,000 visits per year to over 150,000. The SLG is embedded in the local community with a programme that reflects art practices today, supports artists and commissions new work.

The gallery has a rigorous international programme, but still feels very local. It is very much about the area and the people that live around it.

Ryan Gander, Artist



The year-round exhibitions programme showcases the best in international contemporary art, complemented by an events programme for people of all ages and interests. The gallery's emphasis is on presenting new work by British and international artists, often by those who have rarely or never had a solo show in a London institution. Group shows bring together works by established and lesser-known British and international artists, whilst an ongoing residency programme provides opportunities for artists to develop new work and exhibit at the SLG.

The South London Gallery is the most innovative art space in the capital, with great contemporary exhibitions.

Alicia Burrell, The Sunday Times

Providing opportunities for learning and participation is at the heart of the gallery's purpose, and each year thousands of children, young people and adults take part in an extensive programme of activities. This includes a peer-led young people's forum; free family workshops; a dedicated creative space for children, artist-led projects and commissions on local estates; ongoing provision for school visits; and a programme funded by BBC Children in Need for looked-after children.

The SLG fosters varied perspectives and experiences, encouraging open conversations and active listening practices. We believe everybody is entitled to feel welcome and safe at the SLG, confident to express their authentic selves. We are committed to achieving diversity across our staff, board, programmes and audiences, to reflect society. Our imperative is to create a working environment that enables us to challenge structures and practices, to ensure that diversity is at the forefront of our organisation. We want to be fully inclusive and to proactively counter discrimination. All staff and board members have training and support to ensure we are able to achieve this.

We are therefore particularly interested in applications from people from backgrounds which are underrepresented in museums and galleries, including people from low-income backgrounds and people from Black, Asian and ethnically diverse backgrounds.

The SLG is a registered charity, funded by the Arts Council England, Southwark Council and Freelands Foundation with additional essential funding from individual donors, companies, trusts and foundations as well as income from our commercial operations.

southlondongallery.org
Twitter: [@SLG_artupdates](https://twitter.com/SLG_artupdates)
Instagram: [@southlondongallery](https://www.instagram.com/southlondongallery)
Facebook: [@southlondongallery](https://www.facebook.com/southlondongallery)



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Education Programme

The South London Gallery's extensive education programme invites people of all ages and levels of interest to engage with contemporary art and to challenge the assumption of who art is for, as well as reflecting on the role of culture in everyday life.

The programme has evolved through developing and embedding long-term relationships with people living in the immediate locality. Working closely with numerous schools, various community groups and residents of local housing estates for over 10 years, the SLG has established a unique relationship of care and responsibility for people living within walking distance of the gallery.



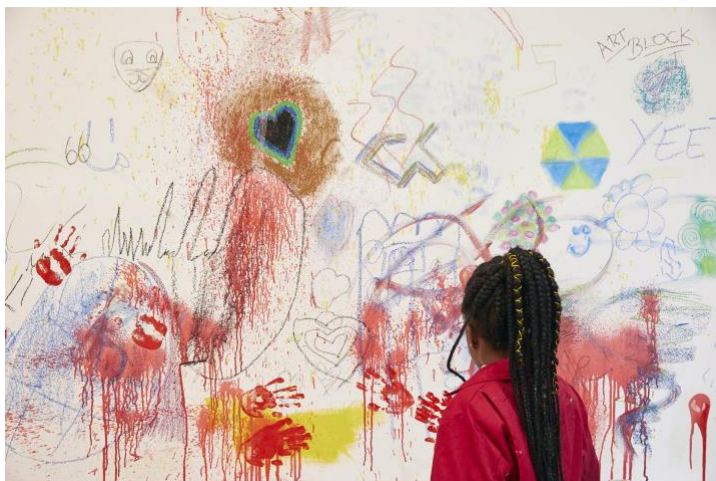
The SLG's approach to education is guided by our audiences. Facilitating as much as educating, the work is collaborative where possible to ensure a level of agency for those who work with us. The programme is unusual in being able to introduce artists to groups of people who have been neighbours and community advocates of the SLG over a substantial period of time, thereby increasing the potential to innovate, take risks and offer collaborative programming opportunities.

The SLG's education practice is defined broadly. It encompasses children's free play; everyday aspects of well-being and building social confidence; creative uses of a broad range of media, to make, show and/or discuss art; and on-going reflection of the role of art and culture to offer new perspectives on every day experiences.

Working in this way has meant the programme can respond to demand and interest from local partners, such as community groups, schools, public service providers and charities, and to work with harder-to-reach audiences on long-term projects which often have the greatest impact on the lives of participants.

The education programme encompasses:

- A primary and secondary schools programme across a network of 20 schools, with artist-led activities inspired by SLG exhibitions and linked to learning across the curriculum;
- Making Sense, a new digital and in-person collaborative resource and programme of cultural and creative collective learning, focusing on Southwark Schools and assembling around three pillars: young people, teachers and professionals, and local organisations, working to share stories and explore the impacts of Covid-19 and Black Lives Matter through interdisciplinary arts;
- Supersmashers, a weekly after-school programme for looked after children (subject to continued funding);
- Creative Families artist led project with Southwark's Parental Mental Health team and children's centres;
- Sunday Spot, weekly artist-led workshops for children, inspired by current SLG exhibitions;
- Flavour Cravers: a programme of cooking lessons for local children in the Fire Station kitchen;
- Open Plan, a programme of public art commissions, creative play sessions and an artist-led after school programme on local housing estates;
- Art Assassins, a peer-led young people's group (age 14 – 29) who meet weekly to devise and produce public events and exhibitions;
- Film School: an annual course for young film makers, aged 18 and above, who are at the early stages of their careers and is targeted at young people under-represented in the film industry or who cannot afford similar training;
- strong partnerships with local HE and FE colleges and universities, hosting regular workshops, course modules and guided tours for courses;
- Art & Play Assistant training and employment programme which includes local young people;
- and contributing to research and training as part of New Town Culture, a pioneering programme of artistic and cultural activity taking place in adult and children's social care across the borough of Barking and Dagenham; the programme supports social workers and carers to try out new ways of working to enhance the brilliant work they already do.



Open Plan

Open Plan is a long-term public art and education project which invites international and UK based artists to create art with and for the South London Gallery's close neighbours on the Elmington, Pelican and Sceaux Gardens housing estates.

Building upon the gallery's work with local residents over the past decade, Open Plan explores the role of contemporary art in everyday life and continually aims to reflect the culture and people that exist locally.

At the heart of Open Plan is Art Block: a free space on Sceaux Gardens Estate for local children and families to make things, be creative, and play. Art Block is transformed each year through a unique artist commission made in collaboration with the SLG's Art & Play Team and the children who attend the space.

An annual programme of offsite activity also takes place on Elmington and Pelican estates including artist residencies, workshops and public art commissions, as well as special events at the SLG's Main Building and Fire Station sites.

Last year, the SLG worked with Resonance FM to create Bank Holiday Broadcast, a 24-hour radio broadcast made for and in collaboration with local residents aired on the 31st August 2020. This project was one of many created during a period of exploring how to continue our work together at a distance.

Open Plan is supported by Freelands Foundation with additional funds from Southwark Council's Youth and Play Grant Programme and other donors.



<https://www.youtube.com/watch?v=pz7gbnN8tAM&t=9s>

**ART BLOCK TRIP
DANH VO STUDIO, GERMANY
AUG 2019**



<https://www.youtube.com/watch?v=KxczXYloIPM>



<https://www.youtube.com/watch?v=-WL4ikZ8jfc>

**VICTORIA-IDONGESIT UDONDIAN: ÀDÁPÉ
SOUTH LONDON GALLERY
2019**



<https://www.youtube.com/watch?v=QAYUaBYwwyo&t=1s>



Job Description

Job Title:	Residents' Programme Manager
Period:	Permanent
Hours:	28 hours per week over four days between Tuesday and Saturday, including regular Saturday working
Salary:	£30,000 - £36,000 pro rata (£24,000 - £28,000 per annum) Appointments are made at the start of the pay scale, £30,000 pro rata, with annual pay progression based on satisfactory performance. In addition, the pay scale is reviewed annually in the light of cost of living and operational budgets.
Pension:	6% employer pension contribution
Holiday:	26 days pro rata plus pro rata bank holidays
Reports to:	Head of Education
Responsible for:	Art & Play Assistants, Art & Play Leaders, Residents' Programme Trainee and Residents' Programme Coordinator
Place of Work:	South London Gallery: Art Block, Lakanal, Sceaux Gardens, SE5 7DN; Main Building, 65 - 67 Peckham Rd, London SE5 8UH; Fire Station, 82 Peckham Road, London, SE15 5LQ; Art Block, Lakanal, Sceaux Gardens, SE5 7DN; and local estates

Due to Covid-19 the SLG's offices are open to staff but at reduced capacity and on a rota basis; staff continue to work from home when not in the office. We will discuss arrangements in more detail with the successful candidate.

Going forward, the SLG is putting in place an Agile Working Policy to support staff to retain an element of working from home where they wish to do so.

The appointment is subject to a satisfactory DBS check.

Purpose of Role

The Residents' Programme Manager is responsible for managing and, in conjunction with the Head of Education, developing, *Open Plan*, a long-term public art and education project that is run with and for the South London Gallery's close neighbours on Elmington, Pelican and Sceaux Gardens housing estates. The programme includes open access art and play sessions at Art Block; an annual programme of offsite activity on Elmington and Pelican estates; artist commissions; and events for local residents.

A key part of the role is the recruitment, management and development of a team of Art & Play workers and the Residents' Programme Trainee.

The Residents' Programme Manager ensures that all activities, commissions and events are inclusive and accessible and that the SLG's diversity and inclusion aims are at the forefront of the programme. The Manager leads regular liaison and consultation with people living locally, taking into account their knowledge and lived experience in order to ensure inclusive and responsive programming according to cultural need, interest and priority for the children, families and communities the SLG works with.

The Residents' Programme Manager works closely with the Projects Curator who leads on an annual *Open Plan* commission.

Key Tasks and Responsibilities:

Programme development and delivery

- Manage the delivery of open access art and play sessions in Art Block for local children and families, currently four afternoons a week (Wednesday, Thursday, Friday and Saturday);
- manage an annual programme of offsite activity on Elmington and Pelican estates including artist residencies, workshops, public art commissions and events;
- co-curate and project manage an annual commission and support on another annual commission;
- plan and manage events for local residents, both on local estates and in SLG's buildings, working across art forms;
- ensure that the SLG's diversity and inclusion aims and objectives are at the forefront of the programme; ensure that all activities, commissions and events are inclusive and accessible; ensure the implementation of the SLG's code of inclusive conduct by all artists, partners and collaborators;
- develop and manage local relationships and partnerships; maintain and cultivate positive relationships with Sceaux Gardens, Pelican and Elmington Tenants and Residents Associations including attending meetings where appropriate;
- liaise and consult with people living locally, taking into account their knowledge and lived experience in order to ensure inclusive and responsive programming according to cultural need, interest, and priority for the children, young people, families and communities the SLG works with;
- ensure that all activities, commissions and events are delivered in line with the SLG's environmental sustainability policy;
- and work closely with the development team to secure additional funding for the programme, including contributing to funding bids and talking to funders and potential funders about the programme and its impact.

Staff Management

- Line manage the Art & Play team, the Residents' Programme Coordinator and Residents' Programme Trainee;
- manage a team of Art & Play Assistants and Art & Play Leaders and their programme of inductions, training and development;
- mentor Art & Play team members within the scope of their role, with the support of the Head of Education;
- and manage a full-time Residents' Programme Trainee, working with the Head of Education to continue to develop the traineeship programme; contribute to the development of traineeships across the SLG.

Administration

- Be the safeguarding lead for the Open Plan project, supported by the Head of Education who is the SLG's Designated Safeguarding Officer, ensuring all work is carried out in line with the SLG's Safeguarding Policy; follow the SLG's safeguarding policies and procedures and liaise with external agencies as required;
- be responsible for health and safety of Open Plan activities, on and off site, writing risk assessments and implementing actions as agreed;
- manage the programme administration, including staffing and rotas, with the support of the Residents' Programme Coordinator and Residents' Programme Trainee;
- manage the project budget as agreed with the Head of Education and in line with the SLG's finance policies and procedures; draft budgets for new project activities and fundraising bids;

- manage rota and timesheet processes, ensuring that payroll information is provided to finance on a timely basis;
- develop effective publicity and engagement material and activity for the *Open Plan*, working closely with the communications team and *Open Plan* staff; work within the SLG's brand guidelines and sign-off procedures; work with communications staff to ensure the SLG website pages are up to date;
- document the programme as required, including commissioning project photography and film; prepare internal and external project reports as required, including board reports and funder reports;
- archive project materials in line with SLG's archiving policy;
- and contribute to the long term evaluation of the project; work in conjunction with an external evaluator to implement, track and monitor consultation, monitoring and evaluation processes.

Professional development

- Follow developments in the fields of socially engaged contemporary arts practice and the youth and playwork sectors, keeping informed of research and education and cultural learning;
- support and contribute to talks, symposia and conferences where appropriate, acting as an advocate for the SLG and its education programmes;
- and maintain excellent links with the play sector, ensuring people are invited to events and activities, and project information is disseminated.

General

- Contribute as a member of the Education team to other education/outreach projects as and when required;
- be inclusive and anti-racist, and operate in accordance with the SLG's access and diversity, safeguarding, employment, health and safety, equal opportunities and other practices, policies and procedures;
- take responsibility for own administration, devise and implement appropriate processes and procedures to achieve agreed objectives;
- attend weekly staff meetings, report on relevant areas of work and disseminate information as required;
- maintain a commitment to training and professional development;
- be an advocate and effective representative of the SLG at private views, previews, other evening and weekend events as appropriate and at external professional events;
- have the ability to work evenings and weekends, for which TOIL (time of in lieu) will be given;
- act as a keyholder as appropriate and required;
- and undertake other duties as may be reasonably required.

Person Specification

Who we are looking for:

Knowledge and Experience	Requirement
Considerable experience of playwork	Essential
Curatorial experience and experience of working with artists, supporting them to create work that centres children and young people and/or communities	Essential
Experience of effective planning and project management, budgeting, planning, evaluation and reporting	Essential
Experience of managing staff, freelancers and external contractors	Essential
Experience of widening access to arts and culture, working with people with diverse backgrounds, needs and experiences	Essential
Good knowledge of access issues relevant to education and the cultural sector, including diversity, disability, equality and safeguarding	Essential
Good knowledge of best practice safeguarding procedures	Essential
Knowledge of socially engaged contemporary arts practice	Desirable
Experience of making with children and developing this capacity within a team	Desirable
Experience of working with multiple project partners	Desirable
Knowledge of local schools and youth programmes in Peckham and Camberwell and an understanding of the issues facing those that live, work and study in the area	Desirable
Experience of managing the implementation of safeguarding procedures and managing safeguarding incidents	Desirable
Skills and Attributes	Requirement
A critical and responsive approach to developing programmes, with a good understanding of the importance of evaluation and reflection	Essential
A commitment to broadening and deepening engagement with contemporary art	Essential
An ability to talk about contemporary art accessibly and with conviction, with a wide range of groups.	Essential
A demonstrable commitment to prioritising diversity and inclusion across all aspects of the SLG	Essential
Excellent interpersonal skills with the ability to deal professionally with a variety of people at all levels	Essential
Ability to communicate ideas and information clearly to a range of stakeholders and people on all levels, in writing and verbally.	Essential
A proven ability to sustain working relationships with a wide range of people, especially children, young people, and families, local service providers (such as social services and CAMHS) and other partner organisations.	Essential
A commitment to care and quality when working with people of all ages, needs and experiences, upholding the SLG's equal opportunities and safeguarding policies	Essential
Excellent financial management and recording keeping skills with good attention to detail	Essential
Excellent administrative, IT and organisation skills	Essential
An ability to prioritise workloads, balance administrative and practical tasks effectively and the ability to meet deadlines under pressure	Essential
Ability to supervise others and work as part of a team but also alone and unsupervised	Essential
Ability to maintain and respect confidentiality of sensitive information	Essential
Ability to be flexible in approach to the post and be willing to work outside office hours with time off in lieu (TOIL)	Essential

Image credits

1. Visitor in Under the Same Sun: Art from Latin America Today, in the Main Gallery in 2016. Courtesy: Solomon R. Guggenheim Foundation and the South London Gallery. Photo: Andy Stagg
2. Katharina Grosse & Stefan Schneider, *Tiergarten*, South London Gallery, 2017, photo: Mark Blower.
3. Big Family Press with OOMK, South London Gallery, 2018. Photo: Manuela Barczewski
4. Visitors to the Back to the Bookplace display in the Fire Station Archive. 2019. Photo: Sam Nightingale
5. *Z'EV: There you go. An evening summoning Rhythmajik*, 2018. Photo: Ben Waggett
6. School visit in the Orozco Garden.
7. Okkyung Lee performance, 2019. Photo: Sam Nightingale
8. Participants in a monthly Big Family Press Open Publishing Session. 2018. Photo: Rosie Reed Gold
9. South London Gallery. Photo: Andy Stagg
10. Fire Station, South London Gallery. Photo: Dan Weill
11. Image: South London Gallery garden by Gabriel Orozco, 2016 (c) Gabriel Orozco. Photo: Andy Stagg
12. The Big Family Press with OOMK, March 2018, Photo: Manuela Barczewski
13. Basim Magdy, *PINGPINPOOLPONG, or How I Learned to Laugh at Failure*, Art Block, 2018. Photo: Andy Stagg
14. Art Assassins with Resonance FM, 2019. Photo: Tommie Introna
15. Big Family Press workshop, 2018. Photo: Rosie Reed Gold
16. John Macedo, *My Life Over Here*, Elmington Estate, 2018. Photo: Leah Morris
17. Self-publishing Saturdays, 2018. Photo: Rosie Reed Gold
18. Danh Vo workshop at Art Block, 2019. Photo: Andy Stagg
19. Emotional Architecture on Pelican Playgrounds, 2018 (Image: Samantha Lippett)