

Photoworks

Introduction

This pack contains information on the role of **Photoworks Photography Champion, Crawley**, including the job description, person specification and overview of Photoworks.

About Photoworks

Photoworks champions photography for everyone. We are an international platform, global in reach, and have provided opportunities for artists and audiences since 1995. We do not have a physical venue, but our online channels are always open. Our programme brings new experiences to audiences and opens new ways to encounter photography.

Photoworks is a registered charity and the only organisation with a national remit for photography in England. Our work is supported by public funding through Arts Council England's National Portfolio.

We partner with organisations and venues across the UK to deliver our programmes. We are a small team of seven full-time and part-time staff, supported by freelancers and artist facilitators.

About the role

This is an opportunity to establish, grow and manage a new photography network in Crawley. This role is freelance starting asap and finishing by end March 2026 (unless further funds are secured within this period).

About you

You are an enthusiastic and dynamic person with a passion for inclusive practice, curating and increasing participation and engagement in the cultural sector.

We are an equal opportunities employer and welcome applications from candidates of all backgrounds.

To apply, please email your CV (no more than two pages) and a cover letter outlining how you meet the criteria for the role to jobs@photoworks.org.uk. You may also submit your application as a video or audio file.

Deadline for applications is **9am on Monday 23 October 2023**. Interviews will take place online on **Tuesday 7 November 2023**.

You must also complete our anonymous monitoring form (online).

Job title: Photoworks Photography Champion, Crawley (freelance)

Location: This role requires remote working with regular travel to locations in and around Crawley to co-ordinate programme activity.

Working hours: Part-time, freelance equivalent of 0.5 days per week. Usual working hours are 8 hours per day. We have flexible start/end times between 08:00 – 9:45 and 16:00 – 18:00. Some evening and weekend working will be required (by prior agreement).

Line manager: Learning & Engagement Consultant

Salary: £14,400 (inc VAT) for 72 x days work, equating roughly to 0.5 days per week for 33 months, depending on start date. Finishing by end March 26.

Pension: N/A

Annual leave: N/A

Contract type: Freelance

Job description

Purpose of the role

Working closely with both the Curatorial & the Learning team, the *Photoworks Photography Champion, Crawley* (Champion) will be responsible for establishing, growing and managing a new photography network in Crawley.

The Champion will be responsible for brokering relationships, making new connections and empowering communities. This is a vital role in developing the photography sector at a time when there is huge need for increased support and cross-sector collaboration.

The Champion will set up and manage a high-quality, light touch programme of activity such as professional development opportunities, community engagement projects and networking events. The Champion will work with strategic partners as well as cross-sector institutions, artists and communities.

A small amount (£5K) of seed funding is available to kickstart the programme, but the Champion will be expected to lead on local fundraising for additional programme activity.

The Champion will play a key role in delivering Photoworks' commitment to reaching audiences who face barriers to engagement and in ensuring that all activity complies with Photoworks' rigorous safeguarding standards.

About the Photography Champions Programme

Photography Champions is a new programme which will build a network of photography champions of freelancers based in [priority/levelling up places](#) around England.

The programme aims to make connections and build networks activating the Photoworks programme and resources we already produce, adding value to the work we already do, expanding its impact and reach. It will provide new opportunities for freelancers in four [priority/levelling up places](#) empowering communities to develop their own local programme which works for them. Members of the network could be freelance cultural workers, teachers, or amateur photographers.

Local programmes will be co-designed, ensuring they meet needs and interests. Open to all, network members might be freelance creative practitioners, teachers or amateur photographers. Photoworks will provide the framework, funding, mentoring and programme ready to be activated. The Champions and their communities will decide how to activate that programme and shape their own activity.

Photography Champions will be directly managed by Photoworks, which will oversee the regional networks, with a longer-term vision to grow and scale up regions year on year. Champions will bring communities together by providing a framework that supports people in engaging with photography. Local communities will help shape local activity, encouraging photography for everyone.

The network will be intersectional and inclusive, with the potential to engage people at all stages of their lives: children and young people via teachers using Photoworks' National Schools Resource, early career/emerging artists via university lecturers, enthusiasts via camera clubs.

The Champions network aligns with Photoworks' national remit, enabling us to build deeper relationships with our photography community of 20k subscribers across England and expand our membership. It will allow us to engage with more geographical areas in a more meaningful way.

Partnership work is at the core of Photoworks' non-venue model. Our national work has been most successful when we have relationships with local communities, local partners in place and people on the ground to sustain relationships. We have identified an initial 4 strategic locations for Photography Champions which map across priority/levelling up places, of which Crawley is one.

Main responsibilities

- Working closely with the Learning and Curatorial team to establish, grow and manage a new photography network in Crawley.
- Manage and sustain key strategic partnerships in and beyond the town.
- Broker relationships, make new connections and foster new partnership opportunities with local authority, education institutions, cultural organisations, non-arts partners and key individuals.
- Set up and manage a high-quality, light touch programme of activity (anticipating it will be responsive to the unique make-up of Crawley) such as professional development, community engagement, networking.
- The Champion will play a key role in delivering Photoworks' commitment to reaching audiences who face barriers to engagement and in ensuring that all activity complies with Photoworks' rigorous safeguarding standards.
- Working with the Learning/Curatorial team, foster new partnership opportunities with organisations.
- Working with the Learning/Curatorial team to fundraise for partnership activity (a small amount of seed funding is available to kickstart the programme, but the Champion will be expected to lead on local fundraising for additional programme activity).
- Work with the Deputy Director and Marketing Officer and partners to ensure prompt and relevant communications of the programme across relevant communications channels (including website and social media).
- Ensure that all programme activity and events are documented and archived.
- Oversee effective and ongoing monitoring, documentation & evaluation of all Crawley Champion related activity.
- Manage effective communication with partners, organisations, institutions and artists or participants.

- Ensure all activities comply with Photoworks' rigorous safeguarding standards and paperwork is kept up to date. This includes contracts, consent forms and workshop/event registration procedures.
- Work with the Marketing Officer, Learning/Curatorial team to co-ordinate (promote, book and manage) events and activities.
- Work with the Photoworks Marketing Officer to ensure digital content (news, films, virtual tours, showcases etc) is regularly uploaded to the website and kept up to date.

Other

- Lead on all administrative tasks required for the programme including regular project reporting and updates for the team.
- Manage and act as point of contact for all local partners/participants.
- Assist the team in the efficient day-to-day running of the organisation when needed.
- Act in accordance with Photoworks policies including diversity, equal opportunities, safeguarding and H&S.
- All Photoworks employees (freelance or salaried) are required to support the organisation's fundraising aims - by acting as ambassadors for the organisation, supporting relationships with existing and prospective funders, and identifying opportunities.
- As a member of the Photoworks team you will be an advocate for the organisation and will be asked to attend key events and exhibitions in our programme, which may include UK travel.

COMPETENCIES

Knowledge and experience (essential)

- Two years' experience of working in a similar role.
- Educated in a relevant subject, or good general knowledge of history of art/photography practice, or experience of working in the (visual) arts (including voluntary/freelance roles).
- Experience of arts administration (working with artists, venues, cultural partners)
- An in-depth knowledge of, and experience of implementing, safeguarding procedures when working with children and vulnerable groups.
- Event management experience.
- Experience of working within a team and with a range of partners, with a flexible, open and collaborative approach.
- Experience of managing and forecasting budgets.

Knowledge and experience (desirable)

- Experience of managing commissions, and overseeing the work of, artists and other freelancers.
- Fundraising experience/track record.

Skills and abilities (essential)

- Excellent organisational skills, with the ability to plan and deliver multiple projects simultaneously to time, to budget and to a high standard.
- The ability to stay calm under pressure and prioritise workload to accommodate urgent tasks.
- Strong interpersonal skills, with an ability to build effective working relationships with a range of colleagues and stakeholders, and a positive manner.
- Commitment to promoting and supporting principles of diversity and inclusion through programming and your approach to work.
- High degree of IT literacy, including proficiency in using all Microsoft Office applications and wordpress
- Excellent communication skills with the ability to communicate effectively with a range of people such as artists and external partners.

Skills and abilities (desirable)

- Ability to write and edit programme text which is accessible to a wide range of people.
- Facilitation skills (running workshops or events).
- Full clean driving license.

Attributes and personal qualities

- A commitment to, and understanding of, the principles of diversity and representation combined with how to apply them to everything you do at work.
- Strategic and creative thinker, flexible and open to new ways of working.
- Passion for communicating with and inspiring audiences, communities and partners.
- A strong interest in inclusive practice, learning and engagement in the cultural sector.
- Knowledge of and interest in history of photography/history of art, contemporary photography and cultural trends.
- Interest in working at Photoworks.