

## Role Description

<b>Role Title:</b>	Associate Artist
<b>Reporting to:</b>	Studio & Community Programme Manager

### Vision, Mission, and Values

All British Ceramics Biennial team members work within the spirit of and contribute to the delivery of our vision, mission and core values.

### Our Vision

Making change through clay

### Our Mission

To develop, sustain and expand innovative ceramics practice and improve lives together with artists and creative communities

### Our Values – The Way We Work

- Bold
- Accountable
- Welcoming
- Significant
- Grounded
- Inclusive
- Connected
- Collaborative

### Role Purpose:

Support BCB to deliver its strategic aims through delivery of programmes, projects and activities. This includes leading and/ or supporting on artist-led delivery, collaborating with other associate artists, BCB staff team and external partners. Represent BCB and ensure delivery aligns with BCB's values and policies.

1. Deliver the project outcomes, whilst in close communication with the individual project manager or coordinator.
2. Plan for, welcome and support participants so that they can fully engage in programmes and activities, being agile and responsive to individual access needs.
3. Collaborate with project manager/ coordinator to ensure that all activities have the ambition for innovation and contemporary relevance.
4. Collaborate with the project manager/ co-ordinator to ensure that there is a robust and relevant risk assessment before project delivery begins.
5. Communicate with Studio & Community Programme Manager and Studio Assistant about the equipment, materials and physical outputs of a project. Follow up on processes and return any fired work to makers. Manage leftover materials.
6. Keep all spaces, equipment, tools and supplies organised, clean and in good working order, working to an agreed cleaning/maintenance schedule.
7. Follow all cleaning procedures in the studio including hoovering and mopping of floors, cleaning water buckets and keeping surfaces clean and tidy.
8. Assist with, and when required manage, setting kilns for firing and undertake loading/unloading of the kilns.
9. Ensure health and safety procedures are consistently followed.
10. Deal efficiently with any incidents and problems in accordance with working procedures.
11. Following BCB's financial protocols, manage procurement and use of materials in accordance with project requirements.
12. Build and maintain personal knowledge of ceramic materials, related processes and management.
13. Maintain open and helpful communication so participants get maximum benefit from the facilities.
14. Work with BCB staff team, Associate Artists, trainees, volunteers and other stakeholders.
15. Deliver projects within BCB Studio and other suitable external locations.
16. Work in accordance with BCB's Resource Management Policy and plan.
17. Open, use and lock up the BCB Studio in accordance with working procedures.
18. Use the BCB van booking and charging system, ensuring it remains clean and ready for the next user. Report any issues to Studio & Community Programme Manager.

19. Track and record monitoring information for evaluation purposes (in accordance with UK GDPR.)
20. Liaise with the communications team and provide communications content where necessary.
21. Respond timely to communication regarding a project.

**General Requirements:**

- Contribute positively and work in accordance with BCB's culture, values, aims and objectives
- Work diligently to meet the requirements of this role description
- Always seek to continuously improve so that the highest quality standards are achieved
- Participate positively in internal/external events, meetings and training as required
- Positively participate in one to ones and appraisals
- Ensure that relevant policies, procedures and working practices are adhered to at all times
- Act as a positive ambassador for BCB
- Positively contribute to BCB's team working environment, taking ownership of issues and supporting colleagues where appropriate
- Be flexible and willing to undertake any other duties that may be reasonably required
- Positively contribute to the evaluation of the impact of BCB programmes and other key business plan objectives

NB: This role description forms part of the contract of freelance work of the person appointed to this post. It reflects the position at the present time only and may be changed in consultation with the freelance Associate Artist. As a general term, BCB may affect any necessary change in role content, or may require the post holder to undertake other duties, provided that such changes are appropriate to the freelance Associate Artist's remuneration and status.

[In accordance with BCB's Safeguarding procedures, this position requires an enhanced DBS check]

I confirm that I have read and accept the duties and responsibilities contained in this role description

**Name (Please Print)**

**Signed**

**Dated**

## Person Specification

Qualifications	Essential	Desirable	Method of Assessment*
Ceramics qualification		*	A, C
Undertaking or willing to undertake further related training		*	A
Valid, clean UK Driving Licence		*	A

Experience	Essential	Desirable	Method of Assessment*
A professional artistic practice	*		
Working effectively with people, including children, young people and adults at risk		*	A, I
Experience in aspects of ceramic studio operation including clay and glaze material handling protocols and hazards, including using kilns		*	A, I
Working to and achieving deadlines	*		A, I
Experience with and good understanding of devising and implementing innovative participatory workshops or projects	*		A, I
Working with a broad range of people, including those with limited previous exposure to creative practice and people impacted by complex and sensitive situations	*		I
Working effectively with colleagues, artists, volunteers and partners	*		I

Knowledge & Skills	Essential	Desirable	Method of Assessment*
Passionate about sharing knowledge of clay and ceramics		*	A, I
Excellent verbal communication skills - able to engage individuals in a positive and engaging manner	*		A, I, AT
Able to understand ceramic processes and communicate them effectively		*	A, I
Able to analyse problems, identify alternatives and make recommendations	*		I
Able to generate ideas for innovative BCB programmes	*		A, I, AT
Understanding of health and safety and safeguarding requirements	*		I
Understanding of how to adapt delivery to meet diverse needs		*	I
Able to contribute to social media content through photography, film and written updates.	*		A

Personal Attributes	Essential	Desirable	Method of Assessment*
Excellent interpersonal skills – able to effectively engage and motivate others	*		I
Effective verbal and written communication skills	*		A, I
Able to work calmly and professionally under pressure	*		I
Team player – work efficiently and effectively with others	*		I
Appreciation of the need for equality of opportunity for all	*		I
Excellent attention to detail, accuracy and timekeeping	*		I
Ability to use initiative, work independently and take ownership of own work actions	*		I
Enthusiasm for ceramics and the work of BCB	*		A, I
Ambition for excellence and innovation in creative practice	*		A, I
Able to prioritise workload and meet deadlines	*		I
Able to comply with BCB's policies and procedures, including UKGDPR, health and safety and safeguarding requirements	*		I
Operate with integrity and honesty at all times	*		I
Identify with BCB's core values	*		I

\* A – Application / C – Certificate / I – Interview