

Voluntary Arts Scotland Newsletter 15 September 2003

Jobs & Volunteering Opportunities Supplement

Conductor/Musical Director - Kirkintilloch Ladies Choir

The Kirkintilloch Ladies Choir est. 1960, requires a new conductor/Musical Director. They rehearse on Monday evenings in term time and have an average membership of 35. For further details contact Elspeth Cassells, Secretary tel: (0141) 776 3084 or email: elspethhhcassells@hotmail.com.

Outreach Worker - Fablevision

Salary £15k per annum. Fablevision seeks to appoint an outreach worker on a 2 year contract. For further details please contact: The Administrator, 7 Water Row, Govan, Glasgow, G51 3UW tel/fax: (0141) 425 2020 or email: info@fablevision.org. Closing date: 19 September.

Operations Manager – Visual Statement

Fixed Term Contract for 1 year, pending further funding. For 24 years Visual Statement has been working in dance and theatrical production in a wide range of contexts from regular classes at its base in Easterhouse to touring internationally with its ballet. With the advent of the Arts Factory, Easterhouse's new cultural campus, Visual Statement will be able to present its core activities for its dance company while extending its work with schools and community agencies. This newly created and exciting role requires someone with enthusiasm and an understanding of the arts, to work with the Director and the Board in developing the organisation. You should have hands on management experience, strong presentation, IT and communication skills and experience of marketing and promotion. The ability to work as part of a team or independently both internally and externally is required along with a full driving license and a degree of flexibility and flair. For an information pack phone Mary Madden tel: (0141) 774 4349. Closing Date: 19 September.

Arts Development Officer (MeAL) and Intercultural Worker (The Lemon Tree)

Both Part Time, 18 Hours per week. MeAL and the Lemon Tree are working in partnership to support ethnic groups in the city in participating in the cultural life of the city. This involves capacity-building, training, and promotion of arts events among ethnic minorities. To this end, the organisations are appointing two part time workers who will work in a co-ordinated way. Both posts will work towards mainstreaming cultural provision for people of ethnic origin in Aberdeen.

Arts Development Officer: further information and application form from Agnes Makoni, MeAL, 15/17 Belmont Street, Aberdeen tel: (01224) 645 268 or email: info@multiethnic.co.uk.

Intercultural Worker: Further information and application form from Claire Jessiman, the Lemon Tree, 5 West North Street tel: (01224) 647 999 ext 228 or email: Claire@lemontree.org.

Closing Date for both posts: 19 September. Evening Interview for MeAL post – 25 September.

Co-ordinator - Volunteering South Edinburgh (Volunteer Centre Edinburgh)

SJC pt 31-32 £22,397 - £23,053. Volunteering South Edinburgh is a new project to promote, develop and support volunteering in the South Edinburgh Social Inclusion Partnership area. Networking closely with local agencies to identify volunteering opportunities, you will recruit, support and develop volunteers from all sections of the community. People orientated with experience of working with volunteers and community groups and a commitment to participation and inclusion, you will have the ability to manage a very varied role and the self-motivation and drive to establish a new project quickly and effectively. You will share Volunteer Centre Edinburgh's belief that volunteering changes lives.

The project will be based in South Edinburgh. This post is funded initially until May 2005

Closing date: Monday 22 September. Interviews: Thursday 2 October. For further details and an application form please contact Jill Smith, Volunteer Centre Edinburgh, 45 Queensferry Street Lane, Edinburgh EH2 4PF tel: (0131) 225 0630 or email: admin@volunteeredinburgh.org.uk. They are committed to equal

opportunities and welcome applicants from all sections of the community. An Enhanced Disclosure is required for this post.

Volunteer Organiser & Project Worker - The Volunteer Centre Glasgow

Salary £17,340 - £21,733 plus 7.5% Irregular Hours Supplement. The successful applicant will provide advice and information to volunteers and agencies; will be responsible for promoting and developing volunteering opportunities, liaising with key providers and stakeholders and providing training. Experience of working with volunteers and providing training is essential.

Project Worker, (Springburn Volunteers & Befriending Project), salary £14,211 to £16,866 p.a. pro rata 20 hrs per wk. Experience and/or knowledge of the statutory and voluntary sectors is desirable.

For an application pack log onto www.volunteerglasgow.org/jobs or tel: (0141) 226 3431, stating clearly which post applied for. Closing date for both posts: September 19.

Senior Marketing Manager - The Audience Business

Maternity cover - 5 months (mid Nov 2003 - end April 2004). The Audience Business, Scotland's only audience development agency, is looking for an experienced manager to cover for the Senior Marketing Manager during her maternity leave. You will be educated to degree level, be an excellent communicator, have extensive marketing and staff management experience, and be familiar with the arts sector. Main duties will include providing support to staff on campaign planning and management, overseeing research projects, supervising Lottery/CEC funded projects, fundraising and communication. The post is available freelance for 5 months on 4 days/week for a fee of £7,330 (i.e. £22,000/year pro rata). For more information and/or an application pack, contact Marion Bourbouze tel: (0131) 622 8100 or email: marion@tab.org.uk. Closing date: 22 September

East End Training And Resource Centre - Information Worker

£17,340 - 19,028 (SJC spinal point 23-26) 35 hours/week. The Information Worker is responsible for producing a range of information and publicity materials including the Centre bi-monthly newsletter, maintaining records including Centre databases, as well as maintaining an information library. Applications are invited from candidates with excellent computer skills, including DTP, and the ability to present a range of information in an understandable format. For an application pack for either post please contact Parkhead CAB, 1361 Gallowgate, Glasgow G31 4DN tel: (0141) 554 3834. Please note a CV will not be accepted in place of a completed application form. Closing date for applications Monday 22 September at 5pm.

Director & Traditional Dance Development Officer - The Scottish Traditions of Dance Trust (STDT) STDT is unique - they actively promote, research & conserve all of Scotland's dance traditions.

They currently have the following positions available:

Director (based in Stirling): A dynamic self-starter with a sound knowledge of Scottish culture, diplomatic and effective communication skills at senior levels, experience in dealing with the media and a successful track record in arts management and fund-raising.

Traditional Dance Development Officer (Glasgow area): An experienced development worker to establish a one-year programme of education and community events and activities.

Closing date for applications: 24 September; initial interviews: 1 October. Full details and application forms available from: Liam Paterson, Co-ordinator, STDT, 18b Broad Street, Stirling, FK8 1EF

tel: (01786) 849 247; email: info@stdt.org or visit: www.stdtd.org. STDT is grateful for support for these posts from the Scottish Arts Council and Glasgow City Council.

Advocacy Worker - Partners In Play

Salary £19,632 - £24,888. Partners in Play are seeking to appoint an enthusiastic person to lead and develop their current advocacy project (The Funky Blue Smurfs) and establish new groups throughout North Lanarkshire. The post holder will work with young disabled people to build their capacity to influence and identify issues, which are important to them. Experience of group work and recruitment of volunteers preferred. If you enjoy a challenge contact Jeanette Hodge tel: (01698) 230 130; email:

partnersinplay@hotmail.com or visit: www.partnersinplay.org.uk for further information and application pack. Closing date: 29 September

Head of Development - the National Museums of Scotland (NMS)

Competitive Salary. Over the past year, under the leadership of a new Director, The National Museums of Scotland has been redefining their vision and priorities and begun reshaping themselves as an organisation and how they operate. NMS intend to enhance their services to the public, improve the quality of their museum sites, find new ways to make their collections publicly accessible and attract a larger and broader audience. You will be responsible for managing and delivering a programme of fundraising aiming to maximise income from trusts, individuals and companies for both capital and revenue projects. Key to your success will be ensuring that development activity and strategy are fully integrated with the wider marketing, profile building and communications activities of the department. A fundraising professional with a proven track record of both revenue and capital fundraising, your genuine interest in the mission and vision of NMS combined with your positive, 'cando' and creative approach is essential. Closing date for applications Friday 3rd October. For further information contact Moyra Doyle or Judith Marks at Richmond Associates tel: (020) 8392 6654 or email: jmarks@richmond-associates.com.

Feis Support Worker / Neach-Obrach Taiceil Nam Feis - Fèisean nan Gàidheal

£13,895 full-time; Based in Inverness or Skye. Tha Fèisean nan Gàidheal stèidhichte anns an Eilean Sgitheanach, ach a' riochdachadh 37 Fèisean Gàidhlig a tha tachairt air feadh Alba. Tha am buidheann a' sireadh oifigear ri taic a thoirt do Fèisean as na coimhearsnachdan, a bhios mar phàirt de sgioba bheag ag obair ann a bhith a' toirt planaichean-leasachaidh Fèisean nan Gàidheal gu buil.

Fèisean nan Gàidheal, with funding from various partnership organisations, wishes to recruit a Fèis Support Workers, to assist local Fèis committees in running and developing their activities, and to implement Fèisean nan Gàidheal's approved Development Plan within communities in the Highland Council area, providing services to Fèisean. Candidates should ideally come from a traditional music or Gaelic arts background, and possess excellent organisational skills. The posts will be 37.5 hours per week, with flexible work time. Candidates wishing to job share are welcome to apply. Fèisean nan Gàidheal is open-minded about where the workers will be based, but we have office bases in Skye and Inverness. The ability to drive is essential, as is the ability to communicate in Gaelic. Further information, and/or a job description from Arthur Cormack, Director, Fèisean nan Gàidheal, Meall House, Portree, Isle of Skye, IV51 9BZ; Tel: (01478) 613 355; email: arthur@feisean.org. Closing date for applications is Friday 18 October. Fèisean nan Gàidheal operates an Equal Opportunities policy. Fèisean nan Gàidheal is grateful for assistance from the Scottish Arts Council, The Highland Council and Highlands & Islands Enterprise.

Artists Required:

Linthouse is an urban village beside the Clyde Tunnel within Greater Govan in Glasgow. Linthouse Community Trust require artists to work in a team alongside Project Workers and Architects led by Fablevision to work with identified local community groups, businesses and service providers to consult with, develop and produce designs and ideas for the development of new shop fronts. They aim to re-design, reinvent and revitalise the run down exteriors of the Linthouse shops area. In consultation with local residents, voluntary organisations, statutory authorities and local business they will carry out a transformation in the appearance of the retail areas, its environs and key public areas, so that the image of the area is enhanced both locally and to the wider community. You will be part of a team who will bring together completed ideas and designs for the shop fronts in Linthouse. They will also be looking to commission various artists or skilled craftspeople who can make the ideas for shop fronts into a reality. i.e. wood carved designs, stained glass, mosaics, lighting etc.. If you are interested, please reply in writing to Ingrid Campbell, Fablevision, 7 Water Row, Govan G51 3UW. Closing Date: Wednesday 15 September. Please supply recent CVs with examples of past work along with a formal letter describing why you are suited to work on this initiative. Timescale – Artists/Designers will be called for interview in the week beginning the 22 September. Successful candidates will be available from the 29 September for up to eight weeks on a part-time basis. Fee for employment period - £1500. Money for materials will be provided.

Sessional Arts Tutors Required

Move On is a charity based in Glasgow working with people who have experienced homelessness. The charity assists them to move on to education, employment, further training or volunteering. They provide a

weekly programme of support advice, training and workshops. They hope to give their service users a programme of arts based workshops and are looking for people who may be interested in delivering sessions on specific skills for 4-6 weeks at a time. Move On hope to include video workshops, jewellery making, mosaic, clay work and photography but are open to suggestions.

Workshops take place on a Monday afternoon from 2.00-4.00pm, with workers being paid for three hours to include preparation and cleaning up. Current rate of pay is £13 an hour. Contact James Withey tel: (0141) 221 2272 for an informal chat and to register your interest.

Calling all Professional Artists - Visual Artists (Painters, Sculptors, Photographers, Textile Artists, Ceramic, Glass etc) Actors, Performers, Directors, Writers (Journalists, Novelists, Poets) Filmmakers, Musicians, Dancers

The Arches, GCC Arts Development, Sanctuary: the project and Artists in Exile are looking to establish a high quality, informative and creative network for artists to include the growing number of asylum seeker, refugee and exiled artists in Glasgow. The network would also look to develop performances, exhibitions and events using the creative qualities/ energy/ skills/ resources of the artists involved. There is also a conference for professional asylum seeker and refugee artists of all art forms 1-2 October presented by Artists in Exile. For more information contact: Cathy Bruce, social inclusion co-ordinator at the Glasgow Museum of Modern Art tel: (0141) 229 1996.

Practitioners required at the Tron, Glasgow

The Tron Theatre is currently looking for experienced practitioners in dance, drama, music, visual art, multi media, script writing etc to work on a number of up and coming education & outreach projects on a sessional basis. To apply, please send current CV and covering letter detailing your preferred client group and art form to: Gillian Gourlay, Education & Outreach Officer, The Tron Theatre, 63 Trongate, Glasgow G1 5HB; tel: (0141) 559 5318 or email: Gillian.gourlay@tron.co.uk

Artists and Actors required - that D.A.M. Project, Craigmillar Community Arts

Craigmillar Community Arts have recently commenced work on the D.A.M. (Drama, Music and Arts) Project, a community led initiative addressing social inclusion and cultural diversity, which allows new groups to be inspired to develop new skills in theatre, music and the visual arts and leave a legacy of increased community participation. The project will culminate in a local performance celebrating and highlighting the history of the Craigmillar area, and raise an awareness of arts activities on offer. The project is currently seeking Professional Actors and Artists who have experience of working within a community setting, to work within the DAM Project. Artist and Actors who have experience in: working with groups and individuals; group work; drama and directing community productions; theatrical productions; stage set Design; lighting and sound. Contracts are for a ten week period and on self employed basis. Projects include: Stage set Design Project - closing date 15 September; Technical skills Project - closing date 15 October; Theatre Production Project - closing date 15 November. There are also **Trainee Community Artists** training vacancies for residents of Craigmillar. For further information regarding all positions, pay and conditions, contact: Lisa Arnott, DAM Project, Craigmillar Community Arts, 58 Newcraighall Road, Edinburgh EH15 3HS; tel: (0131) 669 8432 or email: DAMCCA@craigmillar.net.

Do you want Intermedia Gallery Space in Glasgow for Next Year?

Proposals for exhibitions during the period February 2004 – January 2005 are now being called - closing date 22 September. If you are interested in exhibiting send a description of your work, 6 slides or pictures and CV to Melanie Ingram, Glasgow City Council, Cultural & Leisure Services, Third Floor, 20 Trongate, Glasgow G1 5ES tel: (0141) 287 9835 or email: melanie.ingram@cls.glasgow.gov.uk

The Glasgow Group: Artists wanted to take part in the Portfolio Show at Tron Glasgow in November

The format is the selected artists bring works for display - the deadline for applications is 19 September. If you would like to take part further details are available from Ken Palmer, 23 Oakfield Avenue Glasgow G12 8JF or visit: www.glasgowgroup.co.uk.

Go Let It Out; UK Government Commits to Investment in New Music Talent

As a result of a highly successful three-year pilot project, Scotland's New Deal for Musicians has now been accorded mainstream status by the Department of Work and Pensions, giving added gravitas to the fact that the music industry is now the fifth biggest income earner in the UK. Scotland's New Deal for Musicians exists to nurture, support and develop tomorrow's success stories. There are a number of ways arts organisations who are interested in finding new methods of addressing social inclusion issues can get with the programme. One way could be to offer short-term work experience or training opportunities in areas such as event management, promotion, marketing and administration. Another is the employment option; attractive New Deal wage subsidies and training allowances are available to potential employers, who are often hard-pressed small businesses needing an extra staff member in order to expand and grow. The scheme is open to musicians, singers, songwriters and DJs. who are aged 18-24 – unemployed 6 months and receiving Jobseeker Allowance Age or 25years+ – unemployed 18 out of the last 21 months and receiving Jobseeker Allowance. Go to your JobcentrePlus adviser and ask to be referred to the Scottish Cultural Enterprise Music Industry Consultant team. For further info on the programme, log on to www.scottishculture.co.uk. Potential employers interested in the work experience or subsidised employment schemes please contact Scottish Cultural Enterprise direct or log onto www.newdeal.gov.uk. For further information contact: Gill Maxwell, Project Manager, New Deal for Musicians, Scottish Cultural Enterprise, 74 Victoria Crescent Road, Glasgow G12 9JN or email: info@scottishculture.co.uk.

CULTIVATE: Are you looking for work and interested in working in the creative sector?

Do you want to be part of a team which organises and runs shows and events in Edinburgh's major cultural venues? Cultivate is designed to get you working in the cultural sector. You'll work towards a nationally recognised on the job qualification. For further information contact: Gill Staveley at the Access to Industry Project, 30 Westburn Grove, Edinburgh EH1 2SA; tel: (0131) 442 1042; email: gill_aci@hotmail.com or visit: www.accesstoindustry.co.uk.

Looking for a Receptionist/Front Of House Staff?

A trainee from the Cultivate training programme, which prepares people for working in front of house roles in the cultural sector, is looking for part-time opportunities. The trainee successfully completed her five month placement working in a reception and basic admin role for a community arts organisation. She has an excellent telephone manner and is very good with people. This trainee has learning difficulties and is therefore looking for under 16 hours a week work in a cultural venue in Edinburgh. For further information or references, please contact: Gill Staveley, Cultivate Co-ordinator tel; (0131) 442 1042 or email gill_aci@hotmail.com.

Happiness at work - what a great idea !

At Happiness at Work freelancers who usually work from home can work together under the same roof, creating a new and diverse community. The emphasis is on creating community. They recently had an exhibition in the local community and are now looking for partners in Europe to implement cultural events, exhibitions, group projects and to ensure the studios continue to breed new talent. For more information contact: Simone Lia email: s.lia@virgin.net or visit: www.happinessatwork.org.

Volunteer Required At The Burrell Collection

Glasgow Museums are looking to recruit a volunteer to assist the Chinese Curator at the Burrell Collection. Applicants should be over 18 years of age and have an interest in Chinese culture and history. The volunteer will work with the Chinese Curator one day per week – this may be flexible. For more information / application form contact Catherine Cartmell, Volunteer & Placement Co-ordinator, Glasgow Museums, email: catherine.cartmell@cls.glasgow.gov.uk or tel: (0141) 276 9381.

Office and Audience Development Assistant Voluntary Post - The Fruitmarket Gallery, Edinburgh

Required for 3-4 days per week. A minimum 3-month commitment is ideally sought. An organised and confident individual is needed to conduct office-based research, database maintenance and general administration, working alongside the marketing manager and gaining valuable experience of working with the visual arts and with a recognised leading Scottish arts venue. Closing date for expressions of interest is 22 September. Contact: Graham Mannerings, tel: (0131) 226 8180 or email: graham@fruitmarket.co.uk

Big Brothers & Sisters Mentoring

Mentoring is about spending time with young children or person, helping to release their full potential and at the same time having a laugh and discovering new interests and skills. It is not being a social worker or psychologist. There are no social, financial or skill barriers to becoming a mentor and it costs nothing but time. There is now a programme in Scotland - if you are interested, contact Big Brothers & Sisters tel: (0870) 607 0082 or visit: www.mentors.org.uk.

Community-Based Group Seeks Volunteer English Teachers

A community-based group is looking for volunteers to help teach English to people from other countries who have settled in Edinburgh and the Lothians. The people may have come here to join family already here, to find work or as asylum seekers/refugees. Their needs vary, but they all share a common desire to improve their written or spoken English. Volunteer Tutors work in the home of people who cannot get to a community-based class. It is not necessary to have previous teaching experience or to be able to speak other languages although anyone who can speak Urdu, Punjabi, Cantonese, Arabic or Bengali/Sylheti would be especially welcome. Qualities needed are patience, flexibility, reliability, a sense of humour and some spare time. Anyone interested in helping their own community or meeting people of a different background may become a volunteer tutor. Tutors will receive free training and reimbursement of travel expenses. Resources such as books, worksheets, tapes and tape recorders are provided for students' and tutors' use. Training is available. . More information from Caroline Battes, Stevenson College, Community-Based ESL, tel: (0131) 535 4630.

Volunteers available

Contact Sarah Cleary at the Volunteer Centre if you have any need for or know of any projects that could use volunteers for the following: Computer refurbishment/repairs; Guitar repairs; Music workshops - particularly using classical guitar, electric guitar or experimental music. or Mailings. Email: sarah.cleary@volunteeredinburgh.org.uk or tel: (0131) 225 0630.

Or do you need a group of volunteers to help out?

Below is a list of companies/organisations who have employees who would like to volunteer on or around Make a Difference Day (25 October 2003).

Abbey National: want to help activities in Glasgow; AWG: They have offices all over the UK and are willing to help activities across the UK. They are a building firm and would like to use their skills in construction. For example, renovation, fixing walls, building playgrounds; BAA Scottish Airports: Can help in Glasgow, Edinburgh and Aberdeen. Ideally would like to be involved in environment and sustainability.

If you think that you or one of your local groups could make use of them for Make a Difference Day contact Steven Beauchamp, Marketing Coordinator, CSV Make a Difference Day, tel: (020) 7643 1357 or email: sbeauchamp@csv.org.uk and he'll endeavour to put you in touch. Also let him know if you have any specific Make a Difference Day projects anywhere in the country where you could do with some extra help and he'll then include your request details on an email to the companies.

Play your Part in Changing Scotland

Do you want to influence government policy? Do you want to help change society? Do you want your voice to be heard? Apply for a public appointment and spread the knowledge you have about the benefits of the arts that spread wider than just an arts remit. For more information, contact: The Public Body and Executive Agency Policy Unit, Public Appointments Team, Scottish Executive, Area 3G, Victoria Quay, Edinburgh EH6 6QQ; email: public.appointments@scotland.gsi.gov.uk or visit: www.scotland.gov.uk/government/publicbodies.

Edinburgh Volunteer Recruitment Fair, Assembly Rooms, George Street, 9 October, 11am – 7pm

For those of you who haven't yet booked a stall at the Volunteer Recruitment Fair, the time to do so is nigh. Spaces are filling up quickly so get in touch ASAP email: jill.smith@volunteeredinburgh.org.uk or tel: (0131) 225 0630. Of course, you can also turn up on the day and have a look at what's on offer. If you aren't in Edinburgh you can contact your local Volunteer Centre instead.