



PYRAMID

Studio Facilitator - Job Description and Person Specification

Job title	Studio Facilitator
Contract type	Fixed-term freelance post
Contract length	9 months
Hours	24.5 hours to be worked over 3.5 days per week including Mondays, Tuesdays, and Saturdays
Job share	The post is suitable for a job-share arrangement
Pay	£16.21 per hour
Location	LS11 9RT (Holbeck, Leeds)

Background

Pyramid is collaborating with the University of Leeds' School of Fine Art, History of Art, & Cultural Studies on a project funded by the Arts and Humanities Research Council (AHRC), linked to previous research Irregular Art Schools (<https://irregularartschools.org/>).

This project is called **Finding the Flex** and is a feasibility study for providing a flexible, supported open arts studio space for artists with learning disabilities, autism, or both (LD/A). The aim of the project is to test models for more flexible support and support plans for people with LD/A, bringing a potential improvement in the way in which people with LD/A are supported to access different activities and services in future.

Purpose of the post

- To be present during open studio hours and take responsibility for general operations, premises, and health and safety.
- To provide technical and creative support to the artists present, offering advice and guidance as needed, and facilitating opportunities for shared learning / peer-to-peer working.
- To keep accurate records of activity in the open studio and contribute to the ongoing research, monitoring, and evaluation aspects of the project.

Please note – as this is linked to research, the precise nature of the post and the tasks involved may be subject to change as the work develops. The post-holder will be involved in any discussions around this.



Main tasks

Operational

- To be the keyholder and take responsibility for opening and closing the studio.
- To set-up the studio as needed for the expected activities on the day.
- General housekeeping, making sure the space is kept and left clean and tidy.
- To liaise with the Stores Manager and Operations Manager regarding supplies of materials and equipment maintenance.
- To undertake risk-assessments with the Operations Manager as needed.
- To take overall responsibility for Health and Safety throughout the day, and to be the appointed First Aider on site.

Creative

- To provide technical support to artists in using the equipment and materials available to them.
- To advise on artistic techniques and methods, choice of materials and suchlike, and support artists in researching these (e.g. online).
- To facilitate conversations and ideas between those present (e.g. peer-to-peer support, developing project ideas) as appropriate.
- To support member artists in documenting their experience and artistic development (e.g. mapping, photos, visual diaries).
- To support the production of a film (led by a professional filmmaker) about the project.

Administrative

- To work with the Creative Programme Coordinator to devise a suitable studio booking system that is accessible to member artists.
- To keep accurate records of open studio use (registers and start/finish times).
- To support in the recruitment of members and promotion of the project.

Research-related

- To work collaboratively with the Pyramid staff team and university researchers regarding the ongoing development, monitoring, and evaluation of the project.
- To observe, record and reflect on the ways in which the open studio is used, in consideration of the project's aims (e.g. positive outcomes for member artists, challenges experienced).
- To work with the Director to produce a written report by the end of the project.
- To actively participate in communications and meetings with other potential stakeholders, such as care professionals and Leeds City Council Adults & Health Directorate.



Other

- To carry out any other duties as required, which are appropriate to the nature of the post and its level of responsibility.
- To carry out all duties of the post in accordance with Pyramid's Policies and Procedures*, with particular reference to the Health and Safety Policy, Equality, Diversity and Inclusion Policy, Dignity and Respect Policy and Safeguarding Vulnerable Adults Protection Policy.

* <https://pyramid.org.uk/policies-and-procedures/>

Person Specification

(E = Essential, D = Desirable)

Experience	E/D
• Experience of being a practicing artist (paid or unpaid)	E
• Experience of working in or using an artist studio	E
• Experience of using the internet for research and finding information, communicating by email, and using Microsoft Office applications (Word, Excel) or equivalent	E
• Experience of working with people with a learning disability and/or autistic people	D
• Experience of conducting risk assessments and/or having Health and Safety responsibilities	D

Knowledge and understanding	E/D
• Excellent working knowledge of a wide range of artistic and creative practices and techniques	E
• Knowledge of typical Health and Safety issues and requirements in an arts environment	E
• Understanding of the barriers to inclusion and challenges people with learning disabilities and autism experience	D

Skills	E/D
• Ability to work unsupervised and on own initiative, planning and prioritising work appropriately	E
• Ability to communicate effectively, both verbally and non-verbally	E
• Ability to work collaboratively as part of a team	E



Values and behaviours	E/D
• Willingness to undertake training and learn new skills	E
• A strong commitment to Equality, Diversity, and Inclusion (EDI)	E
• Adaptable and able to revise plans / make changes quickly and calmly	E
• Willingness to work flexibly and adapt practices as work develops	E
• Listens, involves, respects, and learns from the contribution of others	E

General / Training	E/D
• A current <i>First Aid at Work</i> certificate (must be willing to undertake training if not)	D
• A current <i>Safeguarding Adults Level 1</i> (or higher) certificate (must be willing to undertake training if not)	D

Notes

The employer is Pyramid of Arts Company No. 04498181, registered office 62 Barkston House, Croydon Street, Leeds LS11 9RT.

Occasional work outside of contracted hours will be required (e.g. events, training), for which there is no additional payment but time off in lieu can be taken by prior arrangement.

Joint applications under a proposed job-share arrangement are welcome.