



Lead Artist

Children's Art Club

Fixed term, freelance position at Forgan Arts Centre in North-East Fife.

This role is suitable for someone with a strong interest and experience working with children and art education. The Lead Artist will design and deliver art activities for children aged 5-12 years at Children's Art Club over the Fife school holidays.

Children's Art Club (Spring) is a two-week long holiday club for children with an interest in art and creativity. It takes place Monday-Friday, 9am-3.30pm. The Club is delivered in two one week-long blocks, 1-5 and 8-12 April 2024. We are looking to recruit two Lead Artists to lead Children's Art Club.

- Job title:** Lead Artist
- Status:** This is a self-employed position.
- Wage:** £1,050 flat fee incl. preparation. Materials budget provided separately.
- Hours:** Monday-Friday, 8.30am-4pm
- Period:** One week, **either** 1-5 or 8-12 April. We may consider applications for individual days.
- Location:** Forgan Arts Centre, Newport-on-Tay, North-East Fife.

Description of Role & Duties

The Lead Artists will provide one week of art activities to a group of 24-32 children. Some children will attend for the full week, and others one or two days. Therefore, activities should change daily. Week long projects can be considered. The Lead Artist is supported by two or three play workers who are experienced and qualified in working with children

Duties include:

- Preparing art or craft activities for the sessions.
- Advising the Play Workers of activity content and how best to set up the workspace and how to support you.
- Welcoming the children to the centre and helping them settle in and feel comfortable.
- Providing children with clear instructions and ongoing support to fully engage in activities both indoors and out.
- Communicating with Play Workers.
- Helping to maintain a clear and clean working space when possible.
- Moving tables, chairs, and setting up the space.
- Assisting in the tidying up between/at the end of the sessions.
- Ensuring the safety of the children with Play Workers.
- Upholding and enacting the centre's safeguarding policy for the care and safety of the children.



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Key experience, interests, and skills:

- A strong interest in art and creativity.
- Knowledge and experience in your chosen art form/activity.
- Strong communication skills.
- Enjoy working with groups and children.
- Ability to be adaptable depending on the needs of the group or changes in plans/weather and other factors.
- Experience working with or understanding of additional support needs is desirable but not essential.
- PVG desirable but not essential at time of applying. We can support you in this process.

Application Process

Applications should be sent to Alana Peden, Centre Coordinator, alana@forganartscentre.co.uk, and should comprise:

- A completed application form.
- A CV that demonstrates previous experience.

It is not compulsory to complete an Equalities Monitoring Form, but it would help us assess the accessibility of our opportunities. If you're interested in this role and would like more information, please get in touch with Alana. Conversations and questions about your application will not impact how it is assessed and will be confidential.

Advertised:	Monday 22 January
Deadline:	Monday 19 February, midday
Assessment:	Monday 19 – Wednesday 21 February
Invitation to interview:	Thursday 22 February (email)
Interviews:	Tuesday 27 – Wednesday 28 February

Interviews will be informal and via phone or Teams.

Please note, finalised activity proposals and materials lists need to be agreed by **Friday 8 March**.