



Saturday Supervisor Recruitment Pack

Introduction

Forgan Arts Centre is recruiting a Saturday Supervisor to oversee weekend activities and support operations.

This role is suitable for someone who loves working with people, is interested in art, nature, and sustainability, and enjoys a busy, buzzing work environment.

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*Image of Beltane 2025.
Image credit: Kevin Linnett*





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About Forgan Arts Centre

Purpose

Forgan Arts Centre sits on the edge of the village of Newport-on-Tay in North East Fife. It is a community-led arts centre delivering creative activities for the people of Fife, and beyond. Our programme includes art and craft classes, workshops, artist-led projects that respond to community need, artist commissions, residencies, placements, and public events. We provide allotments, artist studios, and professional making facilities. We have on-site accommodation in the Gardener's Cottage. Through diverse creative practices, we work with artists while listening to our communities to address individual and collective challenges that resonate locally and globally. We are a part of the local ecology providing access to creativity and a site for the exploration and understanding of the natural environment. We provide a warm welcome and take an approach to accessibility that supports individual need.

An Arts Centre as a Garden

Forgan Arts Centre's activities and operations will be conceptualised as **An Arts Centre as a Garden**. This is an experiment: imagining an art centre as a garden where a multisensory and sentient ecology of plants, people, and creatures support one another through mutually beneficial relationships and reciprocity.

An Arts Centre as a Garden is an example of social permaculture, a concept by which communities look to natural environments to model co-existence and co-creation. Responding to local consultation and applying the social permaculture concept, we have identified three themes as the focus of our activity for the three-year period, 2025-28:

1. Talking Forests
2. Ecology of Migration
3. Queering Nature

Through these themes we will engage with local community concerns and wider social issues drawing inspiration from the intelligence and lifecycles of the natural environment.



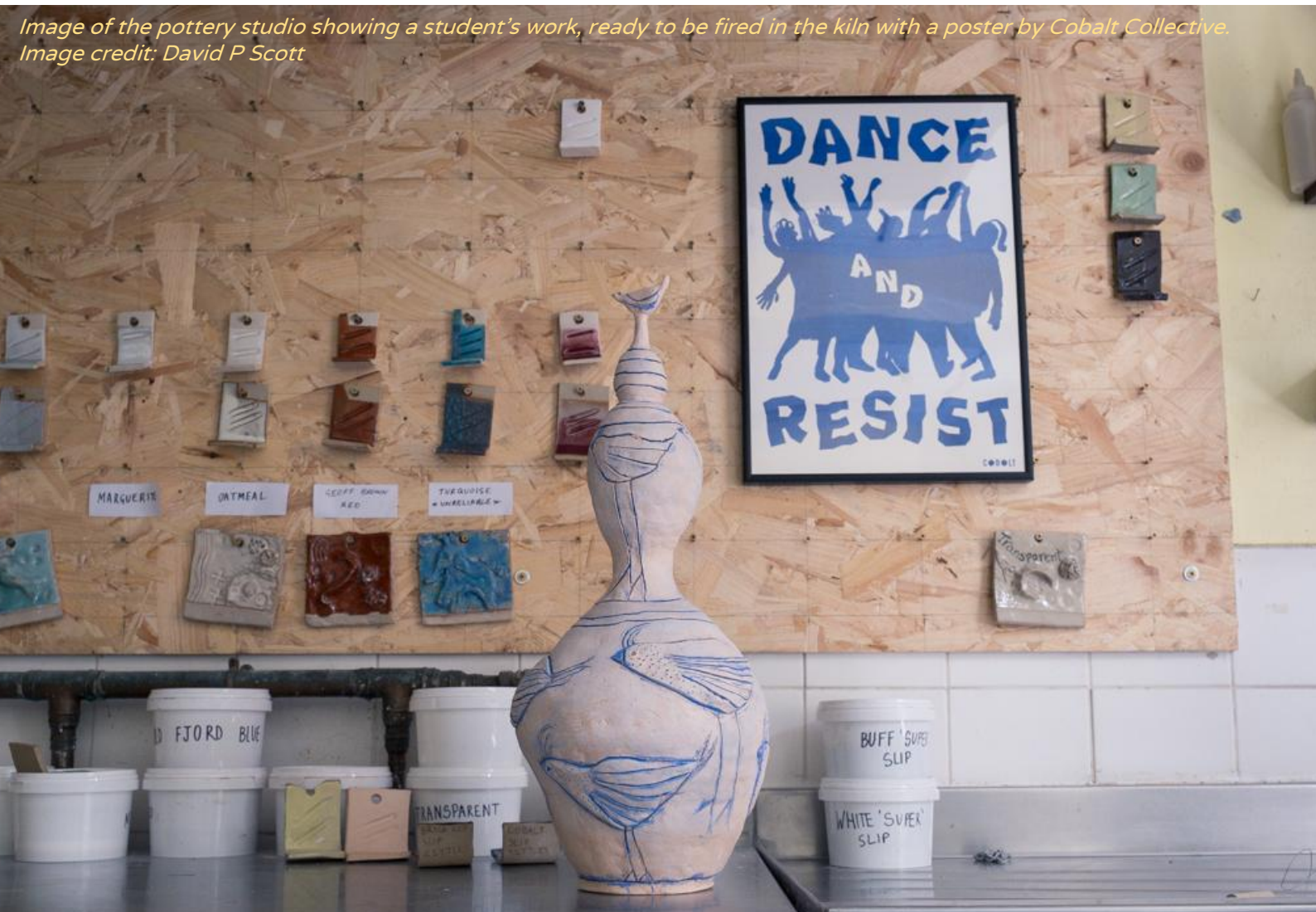
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Key Details

Please find below key details about the role.

Job title:	Saturday Supervisor
Reporting to:	Programme Producer: Learning and Engagement
Status:	This is an employed position.
Salary:	£15 per hour
Hours:	This is a part-time role of 9 hours per week, 9am-6pm. There may be opportunities to work additional hours such as at our community events, workshops and AGM. Occasionally Sunday working may be required.
Period:	This is a permanent position.
Start date:	August 2026
Location:	Forgan Arts Centre, Newport-on-Tay
Annual leave:	We provide 7 weeks of annual leave per year pro rata, which equates to 7 working days off in total including public holidays.
Pension:	Employer contributions of 3%.
Benefits:	There are opportunities for continuing professional development and training. Annual 2% salary increase.

*Image of the pottery studio showing a student's work, ready to be fired in the kiln with a poster by Cobalt Collective.
Image credit: David P Scott*





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Role Description

The Saturday Supervisor is a core member of the team. They are one of the most well-known faces at the centre, welcoming the community to our programmes of activities. Saturdays are very busy with activities all running simultaneously. Therefore, applicants should be keen problem solvers, multi-taskers, and be confident working with and supporting the community.

Responsibilities

The Saturday Supervisor is responsible for the smooth running of the centre at the weekend. This includes welcoming visitors, running the community café, supporting workshop tutors set up their classroom, moving furniture around, as well as some administration and operational duties and health and safety responsibilities. The Saturday Supervisor is a key holder and will open and close the building each weekend. They, like all team members, work with the wider team to meet the aims and objectives of An Arts Centre as a Garden, embedding the social permaculture concept.

Operations & Administration

1. Open and close the building.
2. Warmly welcome visitors, tutors and workshop participants to the centre and direct them to the right space.
3. Assist tutors with room set up and sourcing materials and tools.
4. Coordinate with staff to facilitate weekend events and programming.
5. Coordinate with staff to check people in/out of the Gardener's Cottage.
6. Facilitate the community café.
7. Set up and clean/tidy away refreshments and craft activities.
8. Provide new visitors with a brief tour of the centre and facilities.
9. Clean and tidy the kitchen, pantry and craft store.
10. Manage stock of café consumables.
11. Print and issue tutors with registers.
12. Answer the phone and record any enquiries.
13. Record number of attendees.
14. Be on-site first-aider and respond to and record any incidents.
15. Check and re-stock first aid kits.
16. Provide the team with a weekly update of weekend activities.
17. Undertake water testing as part of our Legionella risk assessment.
18. Take meter readings.
19. Check and respond to emails.
20. Participate in the smooth running and maintenance of the centre.

General

1. Contribute to the development of the Centre.
2. Undertake all reasonable duties as requested by the Director.
3. Represent Forgan Arts Centre's values.
4. Observe and uphold Centre policies and procedures.
5. Attend meetings and training as appropriate.



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Person Specification

Criteria	Essential	Desirable
Personal traits	- Organised and efficient. - Resourceful, practically minded and good at problem solving. - Excellent interpersonal skills: approachable, empathetic and sensitive to the needs of individuals and diverse communities. - Responsible, reliable, trustworthy and professional.	- Remains calm under pressure.
Qualifications and training		- Has training in first aid, food safety and safeguarding.
Experience and knowledge	- Experience in a customer facing role. - Experience using IT software including Outlook and Microsoft. - Interest in art and community engagement. - Interest in environment and sustainability.	- Experience in a community or arts centre setting. - Experience with venue operations. - Experience working with children and young people. - Experience working with artists.
Skills and abilities	- Able to multitask and manage a wide variety of responsibilities with care. - Can communicate warmly with a broad range of people. - Able to work independently and as part of a small team. - Uses their initiative as a confident independent worker. - Confident speaking to the public.	



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Application Process

How to apply

To apply please send the following documents via email to Jennifer White, Director, director@forганartscentre.co.uk:

1. **CV**: No longer than two pages with a minimum font size of 11 points.
2. **Cover letter**: No more than one page with a minimum font size of 11 points.
3. **Equalities monitoring form**: It is not compulsory to complete an Equalities Monitoring Form, but it would help us assess the accessibility of our opportunities. Complete one [via this link](#).

Your cover letter should respond to the person specification. Use your professional and personal experiences to demonstrate your strengths, achievements, and why you're a good fit for the position.

Video applications

If you prefer, you are welcome to submit a video cover letter alongside a written CV. We'd recommend a five-minute-long (maximum) recording using your phone, webcam or platform such as Zoom. Recording in a quiet space will ensure there is good sound quality. You can upload your video to Vimeo or YouTube as 'unlisted' but viewable by anyone with the link. Include the link to your video in your application.

Access support

If you're interested in applying for this role but feel there are barriers limiting your ability to do so, please get in touch with the Director, director@forганartscentre.co.uk. Conversations and questions about your application will not impact how it is assessed and will be confidential. We do not discriminate and have an equitable approach to recruitment as informed by our Equalities, Diversity & Inclusion Action Plan and Policy and Equitable Recruitment Policy.

Recruitment timeline

Applications open:	Friday 10 July 2026
Deadline:	Sunday 2 August, midnight
Assessment:	Monday 3 – Friday 7 August
Invitation to interview:	Tuesday 11 August
Interviews:	Monday 17-Tuesday 18 August
Start date:	As soon as possible

Interviews will be at Forgan Arts Centre. Interviews will be informal conversations with two staff members and are intended to get to know applicants more.



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Further Information

Website

You can find out more about Forgan Arts Centre via our website. Key pages would be:

- [Who we are](#) will tell you more about the existing staff team and Trustees.
- [Art programme](#) will tell you more about our projects, commissions, residencies, and some of the artists we've worked with.
- [What's on](#) will show you some of our classes, workshops, and events.
- [What we do](#) shares more about our history as well as our annual accounts and current vision, mission and aims. Please note, in 2025 we will launch our new business plan, *An Arts Centre as a Garden*.

Social Media

Our website is still in development which means it doesn't capture everything we do.

You can find out more on our social media sites:

- Facebook: facebook.com/forganartscentre
- Instagram: instagram.com/forgan_arts_centre/

There are also videos documenting some of our projects on Vimeo which you can watch via this link: vimeo.com/user214485190



*Image Dr Helena Simmons, Producer: Environmental Futures, giving a tasting tour of the gardens at Lughnasadh Music & Art Festival, curated by Big Rock Records and Hanifah Sogbanmu.
Image credit: Kevin Linnett*