

# g39 Public Programmer

## *Application Pack*



Natasha MacVoy, *tibrO yaIP*, g39, 2022. Image: Dan Weill

## Public Programmer

£24,500 per year pro rata,

3 days a week (£14,700)

Permanent contract

**Closing date for applications: 18th January 2023**

g39 is excited to share this opportunity to work with us as g39 Public Programmer at one of the key spaces for contemporary visual art in Wales.

This is an exciting opportunity within a well-established charity and one of the largest spaces for contemporary visual art in Wales.

## Commitment to equality, diversity and inclusion

g39 takes a holistic approach in its response to systemic injustices experienced by people who have protected characteristics recognised in the Equalities Act 2010, and those affected by socio-economic barriers of income, class, education and location. Since 2020 we've reflected deeply on how g39 can most effectively fulfil our mission to bring art and artists into more people's lives. The team took a collective decision to review every aspect of the

organisation in terms of equality, diversity and inclusion. You can find out about the actions and goals we agreed to by reading g39's [Strategic Equality Action Plan](#).

g39's commitment to equality, diversity and inclusion is at the heart of this recruitment process. We are working to make our opportunities accessible, easy to apply for and the process as user-friendly as we can. We welcome and encourage applicants facing barriers to applying and hope that we can accommodate as wide a range of applicants as possible. In this application pack you'll find more information about the role. Please do not hesitate to get in touch with us if you have any questions about the application process or the job itself please contact us. We are open to informal and confidential conversations – our contact details are below.

If you want to receive this information in a different format, or if you have any questions regarding our work to improve access and engagement at g39, please call 029 2047 3633 or email [post@g39.org](mailto:post@g39.org)

We work part time and will acknowledge your message within three working days and aim to answer your question or set a time and date to chat further within five working days.

## About the role

Salary: £24,500 (£14,700 pro rata)

Hours of work: Part-time, 22.5 hours per week

Location: g39, Cardiff

Benefits: Pension scheme, professional development and training opportunities, 17 days' holiday (including bank and public holidays), flexible working

Contract type: Permanent, following a 3-month probation period

Start date: March 2023

## Job description - purpose and objectives

g39 is looking for a Public Programmer to plan and coordinate a programme of public activity. These activities will complement and extend our exhibition and residency programmes and help g39 in its mission to act as a bridge between communities, the public and artists.

You are an artist who will bring innovative ideas to the supportive g39 team. Working alongside them, you will develop a programme of activities that will support the professional and practice development of contemporary visual artists in Wales by growing their skills, knowledge, connections and confidence.

We encourage new and original ways of thinking about the types of activities developed for the public programme. The programme will be inclusive and accessible. It will also reflect and contribute to dialogue informing the current pressing and critical issues that artists and audiences are currently engaged with.

## Main duties and responsibilities

### Programme

- Plan, coordinate and deliver a public programme
- Work strategically with colleagues on marketing, promotion, communications and access
- Liaise with programme contributors and partners
- Contribute to reporting to funding partners and Trustees
- Communicate with artists

### General

- Represent or be an appropriate presence at g39 events and visual arts events, and be available to work occasional evenings and weekends when required
- Support organisational fundraising applications and reports.
- Undertake other duties as reasonably required.

## Person specification

As g39's Public Programmer you will have a commitment to contemporary art practice, and its place in a fair and modern future-focussed Wales. You will understand the needs of artists living and working in Wales and be motivated by a desire to support artists to develop and thrive.

We are looking for someone who wants contemporary visual art to be accessible, equal, inclusive and diverse and be committed to making change happen. You will be excited by the opportunity to bring artists, participants and audiences together supporting underrepresented voices and nurturing skills and knowledge exchange and peer to peer learning.

You will be an excellent communicator with the desire and ability to reach diverse groups across a range of digital and non-digital platforms.

You will recognise artistic pursuit at every level, and understand how this relates to g39's reputation. The successful postholder will thrive in a horizontal structure and use their strong communication skills to collaborate with staff, artists, funders and partners as part of our well-regarded visual arts charity.

## Skills and Experience

### Essential

- *Understanding of contemporary creative practice in Wales, Britain and Internationally*
- *Project management experience with strong organisational skills and attention to detail*
- *Proven commitment to equality, diversity and inclusion*
- *Effective written and oral communication skills, and a natural collaborator*
- *Emotional intelligence and ability work with colleagues within a creative environment*
- *An artist practice*
- *Ability to speak Welsh or a desire to learn*

### Desirable

- *Fundraising and reporting to funding partners*
- *Knowledge of basic design packages and experience of marketing and social media campaigning.*

## How to apply

Please send an application document that addresses the questions below:

- Our programmes are responsive to the needs of the community we serve. What do you consider are the main needs for artists and audiences living and working in Wales right now? What are your ideas for how a g39 programme can help to address those needs? (*word count guidance: 200 words*)
- Please tell us about other art activity you have organised. Include details about:
  - The aim of the project or activity
  - Who you worked with on the project
  - What was involved in making it successful
  - How any issues were resolved
  - Your involvement with fundraising

- Your involvement with marketing & promotion  
(*word count guidance: 300 words*)

- Why do you believe it is important to enhance public engagement with contemporary visual art? (*word count guidance: 200 words*)
- Why do you believe it is important for the arts to be equal, diverse, inclusive and accessible? (*word count guidance: 200 words*)

Please also provide the names and contact details of two referees, including their position and relationship to you. Referees will only be contacted at the end of the process once an offer of employment has been made and accepted.

You can submit your application in an audio format as an alternative to written documents. The audio recording of each document should be no more than 12 minutes long and a maximum file size of 20MB each. If you would like to submit your application in another format, please contact us via [recruit@g39.org](mailto:recruit@g39.org) or 029 2047 3633.

Send your application to [recruit@g39.org](mailto:recruit@g39.org). You should expect an auto response as a confirmation of receipt; this will include a link to g39's Equality Monitoring form. We kindly ask you to fill out this form to complete your application as this helps us understand if we're achieving what we've set out to do.

**Deadline for applications: 23.59, Wednesday 18th January**

Interviews will take place on: 8th February (at g39 or online)

We anticipate the successful candidate will be in post by 8th March 2023 at the latest.

If you have a question that is not answered in the Application Pack, please contact us at [recruit@g39.org](mailto:recruit@g39.org) or 029 2047 3633.

## Commitment to equality, diversity and inclusion

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g39's commitment to equality, diversity and inclusion is at the heart of this recruitment process. If you would like to have an informal, confidential conversation about the role with a trustee or Director, please contact us on [recruit@g39.org](mailto:recruit@g39.org) or 029 2047 3633.

## The g39 story

g39 is home to Wales' largest artist-run gallery and creative community for the visual arts. Established in Cardiff, g39 became a charity in 2019 and works as a bridge between communities, the public and artists. Artists are at the heart of g39's activities; from residencies to training and mentoring, informal gatherings, or realising the most ambitious of exhibitions – our aim is to encourage and enable anyone whose ambition it is to pursue a visual art practice.

g39 is part gallery, part community and part resource, a welcoming space for people to experience Wales's most exciting and relevant contemporary art. An open plan exhibition space, a cinema, workspaces, studios, a library and a social space are housed in a large light-industrial building.

Our story started in 1997, with an idea for a temporary artists' project, and by July 1998 we opened to the public on a tiny budget but with big ambitions. From a city-centre townhouse, we brought together networks, alliances and groups of artists that already existed in the region - connecting them to a committed and curious audience.

Six years later in 2004 we became the first artist-run client of the Arts Council of Wales and in 2011 we relocated to our current premises.

The Wales Artist Resource Programme (Warp) was formalised as a core area of g39's activity and was launched in 2008. It's a resource space and professional development programme for emerging and mid-career artists who live and work in Wales.

We became a registered charity in January 2019. The current articles of association were adopted in March 2018 and are in line with the Companies Act 2006.

We've worked with a vast number and range of artists - our professional support has contributed to the career development of many contemporary visual artists, who now have significant reputations both nationally and internationally.

g39 also works in collaboration with galleries abroad to host co-curated exhibitions. g39 is part of a network of artist-led spaces across Britain, pioneering alternative and innovative structures. We connect regularly with 600 artists, most of whom are living and working in Wales. Our on-site activities engage between 4,000 and 5,000 people annually; our off-site activity and contributions to festival programmes account for substantially more public encounters.

**Our Vision** is to contribute to the growth of a culturally articulate nation that understands the relevance and significance of artistic activity in a functioning and progressive society; a nation that places value and respect on artists' contributions. At the core is our belief that artists are agents for change. In Wales, this change can be defined in part by the Wellbeing of Future Generations (Wales) Act 2015. Universal access to arts education and participation are highly effective means of achieving the goals set out in that legislation: our creative agility as a nation will influence the perception of Wales as a healthy, prosperous, equal and resilient country, both within our borders and internationally.

### **g39's mission:**

- As developers of talent across Wales
- As advocates for the visual arts and all art forms for their inherent worth as well as their instrumental value to health and wellbeing
- As a public platform for visual art from Wales
- As champions for artistic pursuit and endeavour at all levels

**Our Values** have been at the core of what we do since day one. They are embedded in our actions and how we measure g39's performance.

**Co-operation** and mutual support is an essential positive characteristic of the arts sector in Wales. We share things that benefit our community – knowledge, expertise, advice, physical resources and assets.

**Artist-run** has been part of what sustains us. It means very different things to different groups; to us it is about being part of a network.

**Wales and Welshness** Understanding what makes the artscene in Wales distinct and different, and that it is inclusive and plural.

**The right to culture is a human right** We reinforce the idea that artists belong to their communities, societies, nations. "At a time when artists, cultural minorities, cultural heritage and cultural expressions are increasingly under attack, defending the cultural rights of individuals and communities has never been more important." (Unesco, *The Right to Culture*, 2018).

**Small and independent (since 1998)** We think these are virtues that go hand in hand with long-term sustainability and operational stability. As a small and independent organisation we can engage beneficiaries personally and with authenticity.

Our welcoming, **informal but professional** approach, commitment to the arts sector and responsiveness to artists' needs has earned us considerable support from artists and respect from the sector as a whole.

**Investing in people** As with the best of all truly creative environments, our defining activity is as much behind the scenes as it is public facing. We ensure that g39's programme also

includes creative space and time for artists and staff. We preserve this environment for people to develop, practise and rehearse ready for engaging audiences and presenting their work to the world.

Find out more about g39 at [www.g39.org](http://www.g39.org)

g39 is housed in a large open warehouse with all public spaces on the ground floors and with no indoor steps. The main entrance has no steps and the space is all on one level. There is a single low step at the side door.

There is a carpark at the front of the building with spaces for visitors. The gallery space, screening room and studios are all fully accessible to people in wheelchairs.

g39 does not have a hearing loop installed.

The exhibitions at g39 are varied and can often look and feel different to a traditional museum style gallery. The form of the artworks can be varied and unpredictable, it's not uncommon for there to be loud or repetitive noises, and low light spaces. Please get in touch if you would like to know more about what to expect with any particular exhibitions or events that we are hosting.

If people with access needs are employed by g39, selected for a residency or are installing work for an exhibition, offices, studios & workshop spaces will be adapted to meet their needs.

In the winter the gallery space can get cold. At g39 we welcome service animals.

We can provide specific info or images if required?