# 

# Creative Access Worker - Job Description

**About the organisation:**

1 manager, 3 staff (part time), 18 volunteers, 24 members including DJ group

**Mission:**

We believe that access to nightlife and creative opportunities can have profound benefits for our social and emotional wellbeing. We want to make sure that people with learning disabilities and those who feel excluded from mainstream opportunities have access to those benefits.

Bubble Club exists to complement mainstream nightlife, bringing together people of all abilities, creating industry pathways and encouraging diversity and inclusion in the arts and nightlife culture, and also in wider society.

**Current Programmes:**

Bubble Club Events: We run accessible club nights throughout the year, showcasing disabled artists from across London as well as non-disabled artists. These events are currently at a 93 Feet East, a high-profile venue in Shoreditch, East London. They happen 6 times per year on Wednesday nights and are regularly attended by 250+ people.

Unfurl: Unfurl is an ever-evolving art installation and open mic performance space which currently takes place in Room 2 at Bubble Club events.

Bub Hub Workshops: Alongside the events programme we run a programme of weekly co-production & creative arts workshops for learning disabled members to contribute to the events planning and production. These happen on Friday day times at 93 Feet East.

DJ Factory: A training and support programme for learning disabled DJs to improve skills, develop their self-promotion and get mainstream gigs. This currently takes place at Crate Brewery in Hackney Wick on Tuesdays.

**About the Creative Access Worker role:**

**Job Summary**

We are looking for an energetic, creative and versatile individual with a passion for disability access, performing arts and grassroots music to join our small team. You will be supporting learning disabled artists in our network to develop creatively and take part in our event programmes. 

**Job Description**

The role is fluid and you will be self-directed and adaptable. Your work will overlap with all branches of the club, often in close collaboration with the Bub Hub Workshop Manager and other programme leading team members. This is an ideal role for someone passionate about performance, support work, grassroots music scenes, accessibility and disability arts.

**Details**

* Salary: £30,000 Pro Rata 0.2 FTE (£6,000 per annum)
* Hours: Part time - 8 hours per week. Most of this work will take place on Fridays but availability for occasional Wednesday events is an essential requirement.
* Contract: 6 month minimum with potential to become permanent.
* Start date: 1st Sept 2023
* Based: 93 Feet East, 150 Brick Lane, E1 6QL. This is our base location, available for use on Fridays until 4pm. It is not a requirement though, you may find you want to work in other locations also.
* Reports to: Programmes Manager
* Holiday: 6 days per year

### **Key Responsibilities**

1. **Developing artists** - You will work 1-2-1 with individuals from our network, support planning and practice sessions, to develop their skills where needed and to perform live at Bubble Club events.
2. **Supporting people to take part** - Attending workshop from our various programmes as well as flagship club nights, you will support people to take part.
3. **Managing Unfurl** - This is an open mic and sensory chill space held at Bubble Club events. It is an important place for developing artists and audience inclusion.
4. **Improving accessibility** - Use your expertise and research ability to find and implement solutions which will help learning disabled audience access our events and workshop.

# Job Role in detail

This is a wide-ranging role; you will need to create a work schedule to balance responsibilities effectively. The list of duties goes beyond what is achievable in the part-time hours available, you must be selective and prioritise.

**Artist Development**

* Work with artists and individuals from the Bubble Club network to develop their creative practice. This could be anything, theatre, music, comedy, tap dance, clowning, puppetry, sculpture, interpretive dance, etc. The programme is aiming for, but not limited to, things which will lead to high quality and diverse artistic value and things that can be performed to audiences at Bubble Club events.
* This work might take place on Fridays at 93 Feet East in conjunction with the Bub Hub group. It could also take place at other venues or on Zoom calls.
* Recording and reporting will be important to track the outputs and outcomes of this work.

**Bub Hub Workshops**

* Attend regular Bub Hub Workshops. Coordinate with Workshop Manager so that you are available when your support is needed most.
* At Bub Hub Workshops, support participants to take part in the activities of the day as directed by Workshop Manager. You may also provide your own activities for participants to take part in, elevating the theatrical, immersive and performance aspects of the Bub Hub productions.
* Help with setting up and/or taking down at the end of the day when in attendance.

**Unfurl planning**

* Arrange planning meetings with Unfurl Host. Discuss and feedback previous Unfurls. Collaborate on plans for future Unfurls.

**Event days**

* Work with Unfurl Host and Bubble Club volunteers to curate and set up Room 2 for Unfurl.
* Support Unfurl Host with all requirements for smooth running of Unfurl experiences.
* Manage the logistics of the space, the stage and the audience. This might include sound, lighting, timings, equipment, warmth, crowding, safeguarding.
* Connect with audience and artists. Encourage and support people to take part and perform on the open mic. Take details of people who would be interested to take part in the artist development programme.

**Improving Accessibility**

* Access is a continuous journey for us, we do our best but we are always learning and improving. The Creative Access Worker will dedicate time to this work, researching and implementing best practice so that we can stay on the cutting edge of best practice for inclusion and access in all our projects.
* This might involve: Designing easy read information packs, Creating access videos, Improving signage systems at events, Creating questionnaires to understand user experience better, Finding new ways of reaching out to hard-to-reach people who might benefit from our programmes.

**Planning and Reporting**

* Work with Bubble Club Programmes Manager to create clear plans with realistic timelines and targets.
* Keep ongoing records of all activities. Tracking and updating completion of targets. Develop creative and non-invasive ways to measure and record the impact your work is having.
* Record and report any concerns as they arise in line with Bubble Club best practice handbook and Safeguarding policy.

# Person Specification

**Please demonstrate how you meet these on your application – this will be the criteria on which we will shortlist you for your interview.**

* Ability to manage and deliver creative projects, including designing a strategy, project planning, monitoring and evaluation.
* Excellent communication skills with an ability to communicate with both colleagues as well as with participants who have communication difficulties.
* A passion for supporting marginalised and excluded artists to develop creatively and professionally.
* A passion for creative experimentation, performance design and event production.
* An understanding of the Social Model of Disability and the barriers learning disabled people face when engaging with the music and performance industry as audiences, artists, volunteers and professionals.

**Other skills and experience that could beneficial to this role:**

* Theatre Design
* Graphic Design
* Technology: Video Editing, Projectors, Mixing Desk, Lighting Desk
* Support Work
* Personal Creative Practice (Art, Music, Theatre, Poetry, Dance…)

# Expectations of all staff at Bubble Club

**These are expectations we have for all of our roles at Bubble Club. You will not be asked to directly demonstrate this on your application but we may not take your application further if your application or interview give us a reason to believe you do not meet these standards.**

**We expect staff to:**

* Treat colleagues, audience members, trustees, live events industry professionals and everyone you meet through your work in the charity in a fair and respectful manner.
* Support equity and inclusion for anyone who experiences barriers of discrimination due to any protected characteristic under the Equality Act.
* Maintain professional boundaries with colleagues, volunteers, participants, guests and anyone else you meet who you meet through your work in the organisation.
* Approach your role with honesty and integrity and avoid using your connection with the charity for personal gain or that of family or friends.
* Maintain trust and confidentiality, including avoiding sharing details of confidential conversations on social media
* Be passionate about nightlife and creative practice and removing barriers that prevent disabled people from accessing it.
* Avoid negative or patronising stereotypes or assumptions about disabled people or treating any one impairment as more ‘important’ than another.
* To abide by our policies – particularly around Safeguarding and Equality & Diversity.