

## Additional Information Online Course Production Manager/ Videographer

To include Terms and Conditions and History of the School

<b>Terms and Conditions</b>	
<b>Salary:</b>	£28,500 FTE
<b>Contract:</b>	Permanent
<b>Hours of work:</b>	22.5 hours per week (to include occasional weekends and early evenings) plus overtime
<b>Place of work:</b>	Porthmeor Studios, St Ives, TR26 1NG/ some remote working possible but you must be able to travel to St Ives.
<b>Holidays:</b>	33 days - to include 8 days for bank holidays and if you are working over the Christmas period 5 days for Christmas leave - pro rata.
<b>Sickness Scheme</b>	There is a company sick pay scheme.
<b>Pension Scheme</b>	The School has a workplace pension scheme with NEST <a href="http://www.nest.org.uk">www.nest.org.uk</a>
<b>References:</b>	Employment to this post will be subject to receiving two satisfactory references. We reserve the right to approach any previous employers quoted to obtain a reference if deemed necessary.
<b>Proof of Eligibility of right to work in the UK</b>	Evidence must be provided to comply with the right to work in the UK.
<b>Probationary Period</b>	The successful candidate will be required to complete a 6 month probationary period.
<b>Travel</b>	Minimal but occasional travel to other venues locally . Business Car Insurance is required if you use your personal car for work and the postholder is responsible for ensuring they are covered when using their personal car on business including commuting to work.
<b>Training:</b>	To undertake any training and development deemed necessary for the pursuance of the post.
<b>Special Requirements</b>	A clear enhanced DBS will be required for all staff engaged in regulated activity with children.
<b>General Data Protection Regulations and Data Protection Act 2018</b>	Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 12 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personal record. Information provided by you in the Equality and Diversity Form will be used to monitor SSP's diversity policies and practices. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purpose of the recruitment process, diversity monitoring and your personal record if you are the successful candidate.

## **Background to the School**

### **History**

St Ives, one of the most stunning locations in the world, has long been attracting artists. St Ives School of Painting (SSP) is a small, independent art school. It opened in 1938 and became a charity in 2000. We deliver a year round programme of art courses and workshops to a varied audience and community; operating out of the historic Porthmeor Studios in St Ives, Cornwall. Many acclaimed artists used the school and studios including Peter Lanyon, Naum Gabo and Ben Nicholson.

### **Porthmeor Studios**

The historic Porthmeor Studios occupy a site close to Tate St Ives. Originally built in phases throughout the 19th century as lofts and cellars for the pilchard fishing industry and incorporating James Smeaton's retaining seawall, artists were attracted to the loft by their space, airiness and quality of light. This unique relationship between artists and working fishermen continues to the present day. Its historical importance has now been recognised, and the complex is Grade II\* listed. 2012 saw a new chapter for the School and the Porthmeor Studios with completion of ambitious renovations headed by our landlords, The Borlase Smart John Wells Trust.

### **What we do**

#### **Open access courses and workshops**

We support a range of students. From those working professionally needing a fresh perspective on their practice, to those taking their first creative steps.

#### **We do this through:**

- Short ( 3 day) courses
- Workshops (3hr)
- Regular life drawing classes
- Year long artist development programmes
- Online art courses

#### **Our Digital Studio**

In response to the Covid-19 pandemic in 2020, we developed a digital programme for our adult students led by our team of artists. This has grown considerably, and we now have a fully functioning, well equipped broadcasting studio offering online webinars and zoom courses, supplemented with recordings available to buy online.

### **Young Artists Programme**

We focus on developing the creative potential of children and young people by providing high quality inspirational tuition by practicing artists.

#### **We do this through:**

- The Arts Award Scheme
- Sunday Art Club (age 7-10) and Porthmeor Art Collective (age 11-16)
- Bespoke workshops for visiting schools and colleges
- Special creative projects for disadvantaged children

### **Why We Are Here**

The St Ives School of Painting's vision is to see peoples lives enriched and connected through making art. Our mission is to inspire people to find their space to create.

### **Organisational Ethos**

We are a small and vibrant organisation governed by a board of trustees. The School operates in a cooperative and agile way. Your ideas on how the School can be constantly improved are welcomed and encouraged. We work as a team and value collaborative and supportive relationships based on our core values of caring, courageousness and creativity.