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|  | **Folkestone Triennial Hosts****APPLICATION PACK** |
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Thank you for your interest in the above opportunity with the Creative Foundation and Folkestone Triennial.

Details of the background and context of this role can be found in this pack.

**How to apply**

Please complete and return the following:

1. Application form;
2. Covering letter that explains why you are applying for the position and how your experience and expertise fits the role;
3. Up to date CV which explains any gaps in employment.

Please refer carefully to the person specification when completing your application.

The Creative Foundation strives to be an equal opportunities employer and welcomes applications from all sections of the community. Please note that the Equal Opportunities section is optional and will not affect the recruitment decision. This section is separated from your application on receipt and any personal information contained therein is strictly confidential and will not be circulated.

Once you have completed your application documents, please return them to:

Penni Pierce

Executive and Project Assistant

Creative Foundation

Quarterhouse

Mill Bay

Folkestone

Kent

CT20 1BN

Or email them to: pennipierce@creativefoundation.org.uk

If you have any queries, please email Beverly Andrews at beverlyandrews@creativefoundation.org.uk or call 01303 760748.

**Deadlines**

Closing date for applications: 5pm on Friday 2nd June 2017.

**ABOUT THE CREATIVE FOUNDATION**

**Our Vision**

The Creative Foundation is a unique arts organisation with a range of activities meaning it makes a positive difference to the town, the region, its inhabitants and its visitors. This gives the charity a significant advantage in making it a great place to work.

**Our Mission**

The Creative Foundation is an independent arts charity dedicated to enabling the regeneration of Folkestone through creative activity. Working with the people of Folkestone, our partners and other stakeholders we will transform the town making a better place to live, work, visit and study.

**Our goals and objectives**

**Goal 1: Creatively engage the people of Folkestone**

Objective 1: Bring quality art to the town for everyone in Folkestone

Objective 2: Bring quality creatives to Folkestone and the Creative Quarter

Objective 3: Provide opportunities for people to develop creatively

Objective 4: Encourage creative engagement with partners and agencies

**Goal 2: Creatively transform the look of Folkestone**

Objective 1: Bring artwork to the town

Objective 2: Creatively maintain the Creative Foundation portfolio

Objective 3: Ensure the Creative Quarter public realm looks and feels
 attractive

Objective 4: Encourage creative engagement by relevant bodies and
 individuals with property and the public realm

**Goal 3: Creatively change the economy of Folkestone**

Objective 1: Attract and retain new creative businesses

Objective 2: Deliver the creative visitor economy

Objective 3: Attract creatively engaged people to live in Folkestone

Objective 4: Encourage creative investment in Folkestone by others

**Goal 4: Change the reputation of Folkestone as a creative town**

Objective 1: Promote the Creative Foundation model for immersive
 creatively-led regeneration

Objective 2: Effective promotion of Creative Foundation activities

Objective 3: Create a virtual Creative Foundation through digital
 technology

Objective 4: Encourage others to promote the reputation of Folkestone

**Goal 5: Create a sustainable Creative Foundation**

Objective 1: Have a clear understanding of CF’s vision, mission, values
 and business plan

Objective 2: Align the financial model with the organisation's vision

Objective 3: Invest in resources, including staff, to deliver the vision

Objective 4: Build appropriate partnerships to deliver the vision

<http://www.creativefoundation.org.uk/>

Creative Foundation projects:

[Creative Quarter](http://www.creativequarterfolkestone.org.uk/)

[Quarterhouse](https://www.quarterhouse.co.uk/)

[Folkestone Book Festival](http://www.folkestonebookfest.com/)

Folkestone [Artworks](http://folkestoneartworks.co.uk/)

[Folkestone Triennial](http://www.folkestonetriennial.org.uk/)

**Folkestone Triennial 2017**

***double edge***

**30 August – 5 November**

Curated by Lewis Biggs

The concept of *double edge* will further develop the inquiry into ‘sense of place’ that guided Folkestone Triennial exhibition, *Lookout*, in 2014. *double edge* refers to the two main axes around which Folkestone’s development as a town has taken place historically and geographically: the seashore and the Pent Stream, an ancient watercourse flowing from the Northern Downs into the sea, the present edge between East and West Folkestone. The title draws on the extensive academic study of ‘edge’ concepts in recent years: borders; thresholds; margins; the periphery; the liminal. *double edge* resonates with major contemporary cultural, economic and political realities experienced as part of everyday lives in Folkestone and across the globe: migration; border control; wealth inequality; sustainability; a challenging urban environment; and climate change, to name a few.

Internationally recognised artists will be commissioned to make new contemporary artworks exhibited in public spaces around the town. Artists will be invited to engage with Folkestone’s various narratives and material memories drawn from the town’s social, cultural, political and economic history. Some artworks will become permanent additions expanding the town’s permanent collection, Folkestone Artworks, built up since the first edition of the Triennial in 2008. All artworks that make up Folkestone Triennial are commissioned with the ambition of positively affecting the urban ecology of the town as a place to live, work, visit and study.

Lewis Biggs said: “The title *double edge*has two meanings – the first is one of anxiety: the edge of the world, the edge of the future and the unknown. The secondary meaning is one of balance, released through the artist’s imagination when one tips over the edge and looks back on the known with a renewed perspective. Great art makes change and the ambition of this exhibition is to give artists the opportunity to make excellent new work that plays with ambiguity and the several meanings of *edge*, stimulating audiences to consider why the world is the way it is, how it might be, and how it is always possible to change it.”

The 2017 artists are Rigo 23, Sol Calero, Michael Craig-Martin, Antony Gormley, Carmody Groarke, Alex Hartley, Lubaina Himid, Ann Veronica Janssens, Emily Peasgood, Amalia Pica, Marc Schmitz and Dolgor Ser-Od, David Shrigley,

Bob and Roberta Smith, Sinta Tantra, Nomeda and Gediminas Urbonas, HoyCheong Wong, Gary Woodley, Bill Woodrow, Richard Woods, and Jonathan Wright.

**JOB DESCRIPTION**

**Folkestone Triennial Hosts (casual)**

**Reports to:** Folkestone Triennial Head of Hosting and Hosting Co-ordinator

**Location:** Various sites around Folkestone (both indoor and outdoor)

**Salary:** £7.50 per hour

**Hours:** Working hours will vary and Hosts may be offered work on any day of
 the week including Saturdays, Sundays and evenings. The services
 provided for the Folkestone Triennial are on a casual basis for an

 hourly rate. Hosts will be required to cover the full range of artworks.

**JOB PURPOSE**

To invigilate all sites around the town of Folkestone, indoor and outdoor, where Triennial artworks will be displayed, as well as working in the Visitor Centre, providing excellent service to all visitors.

To provide information and practical help to people visiting the Folkestone Triennial artworks so that they can understand and engage with the work in the spirit that the artists intended. To provide proactive welcome for intentional visitors, curious bystanders and unaware passers-by, speak to them about Folkestone and the other projects of the Creative Foundation.

**Key Responsibilities**

**Invigilation and Visitor Experience**

* Invigilating all indoor and outdoor Folkestone Triennial sites ensuring that the security of the artworks is not compromised.
* Providing excellent and pro-active customer service to members of the public from all backgrounds, distributing material related to the exhibition and alerting visitors to all available resources.
* Explaining confidently the key themes of Folkestone Triennial and talking confidently about all commissioned artworks and artists, as well as Folkestone Artworks.
* Encouraging people to download and use the Triennial app and use the interactive map on the Folkestone Triennial website.
* Supporting the Public Programmes staff with the delivery of talks and tours and other events scheduled over the course of the exhibition.
* Providing visitors with information about all projects of the Creative Foundation including parallel events and activities, the learning programme for schools, communities, FE/HE, adults and information about the local area.
* Carrying out and contributing to the monitoring and evaluation of Folkestone Triennial.

**Safety and Security**

* Adhering to health and safety regulations at all sites, being aware of disability and access requirements, and assisting the public in evacuation situations in accordance with a thorough knowledge of evacuation procedures (training will be provided).
* Informing the Head of Hosting or Hosting Co-ordinator immediately in the event of damage to any artwork, in the instance of any health and safety or security issues arising, and of any other emergencies that may occur.
* Opening and closing each site, exhibition space and the Visitor Centre, setting up, maintaining and clearing down any sites. Tasks may also include locking and unlocking buildings and sites, turning lights and electrical audio visual equipment on and off, cleaning and clearing entrances and access points and demonstrating simple machinery.

**Other Responsibilities**

* Hosts are required to wear Folkestone Triennial uniform while invigilating.
* Hosts are required to have a charged mobile phone with them while on duty to communicate with the Head of Hosting and Hosting Co-ordinator.
* Carrying out any other duties as deemed appropriate by the Head of Hosting and Hosting Co-ordinator and complying with any policies and procedures, whether routine or emergency, as requested.
* Undertaking visitor experience training, attending meetings as appropriate, providing feedback and comments to maintain the highest standards and assisting with the continuous improvement of services.
* Helping with basic set up of events, launch events and other activities.

**Please note:**

The Host role is physically demanding in its nature. As well as standing for long periods of time, indoors or outdoors, you may be asked to help lift and carry equipment during event set ups. Most of each shift will be spent working without colleagues nearby and visitor numbers will fluctuate throughout the day, meaning that some time will be spent alone. Please make the Head of Hosting or Hosting Co-ordinator aware of any challenges which the physical nature of this job may present to you. We are committed to making reasonable adjustments for access and equality.

**Person Specification**

We are looking for welcoming, warm and imaginative people who are interested in making connections between art and other subjects and ideas, as well as active learners who are keen to develop skills and new ways of working to enhance the experience of others. You must be confident, reliable, punctual, professional and positive, someone who can work with others, has a great sense of fun and loves creativity.

**Essential**

* Experience of working with members of the public and helping them engage with contemporary art
* Excellent verbal communication, interpersonal and customer service skills
* Enthusiasm for, and knowledge of, contemporary visual arts
* Enthusiasm for community engagement in public art
* Able to work on a casual basis
* Able to talk to people from diverse backgrounds
* Awareness of access issues and disability awareness
* Experience of reception, retail or other customer service roles
* Maintain enthusiasm and motivation while working alone
* Awareness of Health & Safety issues
* Hard working, energetic, reliable and trustworthy

**Desirable**

* Experience of contemporary art invigilation
* Knowledge of the local area
* Experience of working within a formal and/or informal education provider
* Educated to A level standard or equivalent

**Conditions of Work**

* Hosts will be employed on a casual basis. Therefore, we cannot guarantee a minimum number of hours per week. Any shifts lasting longer than 6 hours will include a one-hour unpaid break for lunch.
* Rate of pay: £7.50 per hour, paid for hours worked based on each week’s assigned rota, payable monthly in arrears.
* Hours will be as assigned. We are currently looking to fill in the following shifts:

 - Monday to Sunday: 9:30am – 5:30pm

 - Monday to Sunday: 11:30am – 3:30pm (lunch-cover shift)

Full terms of employment will be shown in the Temporary Employment Agreement.

The Creative Foundation strives to be an equal opportunities employer and welcomes applications from all sections of the community.

**Folkestone Triennial Hosts**

**APPLICATION FORM**

**SECTION 1: APPLICANT DETAILS**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Mobile number:** |  |
| **Home telephone:** |  |
| **Email address:** |  |

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| Are you legally eligible for employment in the UK?(Proof of ID will be required)  |

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| How did you hear about this vacancy?  |

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| What is your availability between August to November 2017? Training will take place from 9:00am – 5:00pm on 16 & 17 August, 2017. Are you available to attend both of these compulsory training days? YES / NO |

**SECTION 2: DECLARATION**

Please sign below to indicate that you are providing full and accurate information in your application, including this form, your covering letter, CV and any subsequent interview; and that furthermore you understand that withholding or misrepresenting relevant information may be grounds for dismissal.

Signature: Date:

|  |
| --- |
| (FOR OFFICE USE ONLY)  DATE RECEIVED: DATE OF INITIAL RESPONSE: |

**SECTION 2:**

**PLEASE PROVIDE A RESPONSE TO THE FOLLOWING QUESTIONS, USING NO MORE THAN 500 WORDS.**

Why do you think you are suitable for the post of Folkestone Triennial Host and what skills will you will bring to the role?

**SECTION 3:**

**REFERENCES**

Please provide details of two referees, one of whom is your current or most recent employer (or key client if freelance), and indicate at which stage you consent for these references to be taken up.

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| --- | --- |
| **Name:**  | **Relationship to you:**  |
| Address: | Contact numbers: |
| Email address: | Please contact at any point YES/NO |

|  |  |
| --- | --- |
| **Name:**  | **Relationship to you:**  |
| Address: | Contact numbers: |
| Email address: | Please contact at any point YES/NO |

**Equal Opportunities Monitoring Questionnaire**

This section will be separated from your application on receipt. Any information provided is strictly confidential and will not affect your application.

**Job Title:** **Folkestone Triennial Host**

|  |  |  |  |
| --- | --- | --- | --- |
| **Gender:**  |  |  |  |
| Male | 🞎 |
| FemaleTransgenderPrefer not to answer | 🞎🞎🞎 |
|  |  |  |  |
| **Age:** |  |  |  |
| 18 – 25 |  |  | 🞎 |
| 26 – 35 |  |  | 🞎 |
| 36 – 45 |  |  | 🞎 |
| 46 – 55 |  |  | 🞎 |
| 56 – 65 |  |  | 🞎 |
| Over 65 |  |  | 🞎 |
| **Ethnicity/cultural diversity:** |  |  |  |
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| --- | --- | --- |
|  |  |  |
| Please choose one from A to E, then tick the appropriate box to indicate your background. |
|  |  |  |
| A | White |  |  |
|  |  |  |  |
|  | British |  | 🞎 |
|  | English |  | 🞎 |
|  | Scottish |  | 🞎 |
|  | Welsh |  | 🞎 |
|  | Irish |  | 🞎 |
|  |  |  |  |
|  | Any other white background, please write in:………………………………………………… |
|  |  |  |  |
| B | Mixed |  |  |
|  |  |  |  |
|  | White and Black Caribbean | 🞎 |
|  | White and Black African | 🞎 |
|  | White and Asian | 🞎 |
|  | Any other Mixed background, please write in:……………………………………………………… |
|  |  |
|  |  |
|  |  |
| C | Asian, Asian British, Asian English, Asian Scottish or Asian Welsh |
|  |  |  |  |
|  | Indian |  | 🞎 |
|  | Pakistani |  | 🞎 |
|  | Bangladesh |  | 🞎 |
|  | Any other Asian background, please write in: …………………………………………………… |
|  |  |  |  |

|  |  |
| --- | --- |
| D | Black, Black British, Black English, Black Scottish or Black Welsh |
|  |  |  |  |
|  | Caribbean |  | 🞎 |
|  | African |  | 🞎 |
|  | Any other Black background, please write in: ……………………………………………………… |
|  |  |  |  |
| E | Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh |
|  |  |  |  |
|  | Chinese |  | 🞎 |
|  | Vietnamese |  | 🞎 |
|  | Any other Chinese background, please write in: ……………………………………………………  |
|  |  |  |  |
| F | Other Ethnic Group |  |
|  |  |  |  |
|  | Please write in:………………………………………………… |
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| **Disability monitoring** |  |
|  |  |  |
| Do you consider yourself disabled? |  |
|  |  |  |
| Yes |  | 🞎 |
| No |  | 🞎 |
|  |  |  |
| If you have a disability, is there anything we can do to make our recruitment and selection procedure more accessible to you? |
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| …………………………………………………………………………………………………… |

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