



DREAMARTS JOB DESCRIPTION

Job Title	Creative Curator
Organisation	DreamArts on behalf of Westminster City Council City Lions
Responsible to:	DreamArts Director and supervised by City Lions Manager.
Contract Period	2 years with option to extend.
Salary	£31,000- £33,000 pro rata
Hours	3 days per week
Benefits	25 days holiday pro rata. Pension available based on contributions of 4% employee and 4% employer.
Primary Work Location	Westminster City Hall, 64 Victoria Street, SW1 6QP. During delivery you will typically be based at a Westminster school, whilst holiday programmes take place across the City.

RECRUITMENT PROCESS

Application Deadline	Wednesday 27 July
Interviews	TBC
Start Date	At earliest availability.

Send an email with the following

- put your name and the post you are applying for as the subject of the email
- complete the DreamArts Application Form and return to graham@dreamarts.org.uk and cc jnolan@westminster.gov.uk

DreamArts is committed to providing an integrative and inclusive programme and not to discriminate on the grounds of race, ethnic origin, nationality, or culture. We are also committed to becoming a more diverse and culturally representational organisation, therefore any applicant that identifies from a minoritized background and meets the essential criteria will be automatically selected for an interview.

BACKGROUND

City Lions is Westminster City Council's award-winning programme created in 2018. City Lions focuses on connecting marginalised young people aged 13-16 with the cultural riches on their doorstep so they can create, connect and achieve personal, social and economic wellbeing. City Lions is delivered by Westminster City Council working in partnership with internal and external partners to create the best possible opportunities for young people.

We're searching for a dynamic Creative Curator who is **passionate about engaging young from marginalised communities**, able to **inspire and support transferable skills** through the arts, can **develop innovative and flexible needs-led models of best practice** and can **forge strong partnerships** with schools and youth providers alongside creative and cultural organisations.



"Thank you so much. What a difference City Lions have made to him over the past year or so, you have given him so much confidence to believe in himself from this project, so I honestly want to say thank you." Lisa & Ted – Parent & Young person.

"Just a brief note to say how much I appreciated your support again this academic year with all its challenges. You helped us get back quickly to some sort of normality with excellent opportunities for our students. Working with you has been and will always be a pleasure. I look forward to continuing our joint work next academic year." A Ydri – Careers Lead at St Augustines.

"Just wanted to say well done to you and your team for facilitating a great event at the Saatchi Gallery today. The vibe was really positive and everyone I spoke to was thrilled with the creative exhibition - through the digital platform, the tour of the libraries and the finale at the Saatchi. I really hope we can create some more initiatives like this." Sarah Newman, Executive Director of Children's Services

"It makes me feel like I am part of something, and City Lions is based in Westminster and Westminster feels like a special place and being part of a group of people in a special place." Lucy, 14 – City Lion

The post of Creative Curator is employed by DreamArts who are a core partner of City Lions, helping design the programme and contributing to aspects of its delivery. Winners of **Outstanding Organisation** at the Westminster Community Awards and described by The British Theatre Guide as 'one of London's leading youth arts companies', **DreamArts fuses arts and therapy to transform young lives**. Our projects give marginalised young people a safe place to explore who they are, understand their challenges and build their strengths.

'DreamArts has a profound impact on the lives of young people and is a model of exemplary practice.'

The Royal Central School of Speech & Drama, Impact Study

PURPOSE OF THE JOB

The Creative Curator is responsible for the development, delivery and evaluation of three key aspects of City Lions. The **Discovery Programme** is a 6 – 12 week programme delivered in partnership with local secondary schools, focusing on using creativity for wellbeing and as a tool to achieve.

Your role will involve developing a new model of work which involves co-designing and acting as Lead Facilitator for bespoke **Creativity for Wellbeing and Creativity for Achievement** projects in partnership with targeted schools. The **City Lions Holiday Programme** gives young people access to cultural opportunities on their doorstep – from workshops with the Cartoon Museum and ATG to immersive experiences at 180 The Strand. You will be responsible for curating and acting as Lead Facilitator on these 4-day programmes. **Club City Lions** is a new initiative curated by a team of young people who you will support to stage a termly event bringing together participants from across the City Lions programme. Hosted at major creative venues, it will be an opportunity for young people to connect, network and celebrate.

You will also be a **core part of the City Lions team**, contributing to its strategic development, advising on creative opportunities and partnerships, helping ensure programmes identify and meet the needs and interests of participants, and acting as an ambassador for and advocate of City Lions.

MAIN ACTIVITIES/RESPONSIBILITIES

- I. Work alongside the City Lions project manager to identify two targeted schools per annum in which to deliver 2 x 12 week **Discovery programmes**. This will involve co-designing a programme of weekly sessions in consultation with the school and a focus group of pupils. Programmes will centre around the framework of *Creativity for Wellbeing* exploring how the arts can impact our wellbeing, and *Creativity for Achievement* exploring how a creative mindset can help us achieve at school and in any future workplace. You will act as Lead Facilitator and sessions will include guest creatives and typically 2 trips to a cultural partner.
- II. Lead the **City Lions Holiday Programme** giving young people access to cultural opportunities on their doorstep – from workshops with the Cartoon Museum and ATG to immersive experiences at 180 The Strand. You will be responsible for curating and acting as Lead Facilitator on these 4-day programmes which engage young people and run at Half Terms, Easter, Christmas and during the Summer Holidays which have an 8-day programme. You will:
 - work closely with cultural partners including forging new relationships and negotiating free activities and events.
 - match opportunities for young people to creatively participate.
 - recruit and supervise a co-facilitator.
 - manage the group dynamic and relationship, set boundaries and support young people to fully participate.
 - liaise with referral agencies when relevant to ensure young people who may have additional support needs can access holiday programmes. This may include communicating with a young person (remotely or in-person) to build a relationship in advance.
- III. Launch **Club City Lions**, a new initiative curated by a team of young people who you will support to stage a termly event bringing together participants from across the City Lions programme. Hosted at major creative venues, it will be an opportunity for young people to connect, network and celebrate. You will:
 - build a team of 8-10 young people recruited from City Lions programmes and enable them to develop event management skills so they can take control at all levels of Club City Lions. This includes programming, catering, music and entertainment and marketing.
 - identify appropriate cultural venues and liaise with venue staff to ensure a smooth and successful event which places young people at its heart.
 - oversee budget and resources, helping young people to develop budgeting skills including booking special guests where relevant and employing any additional freelancers needed to deliver the event.
 - work with the organising team of young people and the wider City Lions team on marketing to promote events to young people who have previously engaged with City Lions.
- IV. Implement **planning, monitoring and evaluation** systems for your project delivery, which will include:
 - Producing a Scheme of Work that meets outcomes set by City Lions
 - Ensuring all sessions are planned and that delivery resources are in place
 - Collating and analysing the participants involvement and development, including capturing feedback and reflections and Outcome Stars
 - Co-ordinating and collating data

- Produce summaries reporting on project achievements and challenges.
 - Provide recommendations for the further development of projects.
- V. Apply a relational approach underpinned by the PACE (Playfulness, Acceptance, Curiosity, Empathy) model; PACE training and support will be provided by DreamArts including a Reflection Space for you to process your work and enhance your application of PACE.
- VI. Implement safeguarding and welfare; this includes counter-signed and reporting to your Line Manager all incidents and causes for concern and ensuring the project adheres to and meets requirements as laid down in the Keeping Children Safe in Education Act 2016.
- VII. Take responsibility for Health and Safety within your projects, including risk assessments, incident reporting and accident reporting.
- VIII. Contribute to City Lions events and activities in agreement with DreamArts.

PERSON SPECIFICATION

1. Proven track record in working with young people to support their personal, social and creative development.
2. Experience of working in multi-cultural, inner-city environment
3. Experience of working with SEND and emotionally vulnerable young people
4. Experience in leading a team
5. Experience of monitoring and evaluating work with young people
6. Experience of developing and sustaining partnerships (a track record of working with schools and cultural organisations is desirable).
7. Ability to work successfully as a lead member of a team, working with others to ensure young people are empowered and inspired to participate, learn and enjoy
8. Working knowledge of boundaries and safeguarding
9. Working knowledge of health and safety
10. Enthusiastic, flexible, creative and positive
11. Fully committed, punctual and able to always prioritise City Lions on relevant working days.
12. Strong communicator
13. Able to overcome obstacles, and to work under pressure
14. A team player with a high level of initiative and a willingness to 'muck-in'.

Important information required

Because the person appointed to this post has access to young people we follow strict procedures for checking our staff. This means that if you are invited for interview you will need to bring with you, a current passport or driving licence with a photo, and all documents that show any changes of name from birth to now (deed poll, marriage certificate, divorce certificate etc).

You will also have to complete a *"Disclosure of Criminal Background"* form. **Having a criminal background does not automatically discount you from being appointed**, but you are obliged to disclose **ALL** convictions, including those considered spent. However, failure to disclose convictions is considered gross misconduct and makes a person liable to



dismissal. If you want to discuss whether you are eligible for employment, please contact the Director Graham Whitlock for a confidential discussion.

We will include a personal interview in the selection process where we will talk with you about your motivation, values and attitudes in relation to your work, in order to test the qualities outlined on the person specification.