

JACKSONS LANE

NORTH LONDON'S
CREATIVE SPACE

APPLICATION PACK CREATIVE ENGAGEMENT ASSISTANT





WORKING FOR JACKSONS LANE

Working for Jacksons Lane is vibrant and exciting, as an organisation our work stretches across the borough of Haringey, the UK and internationally. Our building hosts a wide range of different activities throughout the year. As a small team, we strive to create excellent customer experiences in all aspects of our work, whether that be with our artists, our audiences, participants in our creative engagement programme, or users of our studio spaces and facilities.

Our team is a made up of a group of highly passionate and enthusiastic people, focused on making a real difference to those individuals that we work with. By recognising the strengths and unique qualities of each member of the team, we work with a generosity of spirit and a respect for each other, acknowledging that we are ultimately working towards the same goals and that it is only through a unified approach that we are able to achieve this.

JACKSONS LANE

ARTISTIC



Jacksons Lane is the leading presenter, supporter and producer of contemporary circus in the UK. We nurture artists through artist residencies, mentoring and advice, and by providing theatre space for previews, rehearsals and scratch performances, in addition to premium studio space to devise and rehearse new work. Our recently upgraded 170 seat auditorium hosts a variety of events throughout the year including our own Postcards Festival. As one of the leading venues for the London International Mime Festival we also showcase our other core artistic strand of physical and non-verbal theatre alongside our programme of family performances.

We have strong networks throughout the industry, both nationally and internationally, and we represent Jacksons Lane and the UK circus scene at a variety of industry events across the world. We are passionate about providing a platform at Jacksons Lane to showcase international work, and currently around 40% of our visiting artists come from outside the UK, representing 60 countries including ones as far as Australia and Canada.

As an Arts Council England National Portfolio Organisation we also produce and coproduce our own work, which we tour both in the UK and abroad in order to bring British work to an international audience.



CREATIVE ENGAGEMENT

With its roots as a community centre, Jacksons Lane remains an essential hub for arts and community work in north London. With over 65,000 visitors to our venue each year we work hard to overcome traditional barriers to the arts by collaborating with our community partners and funders to make the arts more accessible. We focus on using the arts to increase confidence, reduce isolation and improve overall wellbeing.

Our comprehensive Creative Learning programme works directly with over 1,000 people across all ages each year and provides creative and wellbeing activities to older people in supported housing schemes, theatre projects that focus on women's safety and a range of activities for young people including JL Circus, a series of workshops and classes teaching circus skills to young people. Our work has continued online throughout the pandemic through the 'Quarantine Sessions' and 'Lockdown Lunch' with great success. Feeling Good is Jacksons Lane's project to help reduce social isolation as a result of the COVID-19 pandemic. We partner isolated and vulnerable people with friendly volunteers, and through regular conversation and creative and wellbeing activities our beneficiaries gain confidence and are able to reconnect to their community.

Since it began 46 years ago, Jacksons Lane has also run an event on Christmas Day, each year inviting socially-isolated older adults to our building and providing them with food, gifts and entertainment. This year, despite the restrictions imposed by the COVID-19 pandemic, we were still able to reach out to 300 older adults across our area through a delivery service of food and gifts while still providing the all important social contact and friendly conversation.



JACKSONS LANE

STUDIO HIRES AND PRIVATE EVENTS



At Jacksons Lane we have seven different spaces available to hire including our theatre, five multipurpose studio spaces and a private meeting room. The spaces are hired for a variety of purposes including classes and workshops, rehearsals, performances, and private functions and events.

Studio One (below) is our largest space and is one of the largest rehearsal/event spaces in north London. In this space we host a variety of bookings throughout the year including weddings, corporate away days and rehearsals for large productions.

Our class and course programme is made up of a collection of people who hire our studios at the same time each week. The activities range from children's acting and drama classes to fitness and yoga for adults. Our regular hirers also include a therapy group, a photography group and we even currently have a lightsaber sword fighting group!

Studio hires and events are not only one of the biggest contributors to our core income, but also help us to generate and expand our audiences and visitor reach with many class attendees and tutors also watching performances and becoming involved in other aspects of our work.



JACKSONS LANE

JOB DESCRIPTION

Reports to	Head of Creative Engagement
Hours of work:	3 days a week Our core working hours are 10am-4pm. We have a TOIL system in place This post will be required to work on Christmas Day 2023
Contract period:	Fixed Term - 1 September 2023 to 29 February 2024
Salary:	£23,302.50 pro rata - equivalent to London Living Wage
Place of work:	Jacksons Lane, Highgate, North London. N6 5AA

Main objectives of the post:

To support Jacksons Lane's Creative Engagement team to deliver a range of creative engagement programmes to reduce isolation, improve wellbeing and increase community engagement for communities across the borough of Haringey. This position will work across programmes, engaging with older adults, children, young people, and families, as well as intergenerational programmes, and will lead on specific programmes and activities.

Outline of Responsibilities

Participant Engagement

- Assist with the organisation of Creative Engagement projects and events, including participant engagement and recruitment of participants via phone calls to participants, emails and face to face contact.
- Assist with the promotion and marketing of projects.
- Deal with enquiries for Creative Engagement projects including signing up new participants to projects and ensuring they have all the correct information they need to take part.

Event Organisation and Support

- Lead on the organisations of some of our regular Creative Engagement events for older adults including Social Lunch, Lockdown Lunch, and Diana's Reading Group.
- Support the organisation of our Fly High programme for young people, a series of circus skills holiday and summer schools, master classes and family events.
- Provide support and cover at projects and events both at Jacksons Lane and off-site as and when required.
- To support in the lead up to and running our annual Christmas Day event at Jacksons Lane.

Administration Duties

- Assist with the monitoring and evaluation of projects and maintain databases, collate data for reporting and evaluation and input data into Upshot, our online monitoring system.
- Support the Head of Creative Engagement with research tasks and report and copy writing for evaluation, fundraising and promotion.
- Answer phone calls and provide front desk support as and when required.
- General administration of projects and events.

General Responsibilities

- Establish and maintain good relationships with all visitors to Jacksons Lane including project beneficiaries, visiting companies and audiences.
- Ensure that all activity is undertaken with due regard to health & safety and licensing regulations.
- Ensure that all income is handled in accordance with financial procedures (training provided).
- Attend staff meetings and training sessions when required.
- Act as a representative of Jacksons Lane at all time.
- Act at all times in accordance with Jacksons Lane's Health & Safety, Safeguarding, Equal Opportunities & Diversity policies in addition to all other staff policies.
- Carry out any other task, as may be reasonably requested by the Front of House Manager or Senior Management Team.

PERSON SPECIFICATION

Experience	Essential	Desirable
Has experience in working on a community based project		X
Has experience working or training in an arts organisation		X
Skills		
Excellent written and verbal communication skills	X	
Excellent organisational skills	X	
Team player	X	
Knowledge		
Good knowledge and understanding of Microsoft Office		X
Personal Attributes		
Has a passion and enthusiasm for circus and the performing arts	X	
Has an interest in creative engagement and community work	X	
Has an interest in working with older adults	X	
Is friendly and approachable	X	

The successful candidate will be required to have a full DBS check carried out before starting the role.

APPLICATION DETAILS

Jacksons Lane has a strong commitment to increasing the diversity of our staff. With this in mind, all candidates who indicate that they are from an ethnically or culturally diverse background, and who feel they meet the Essential Criteria of the Person Specification will be guaranteed an interview.

To apply for the role send a copy of your CV and a short covering letter or video/audio file to recruitment@jacksonslane.org.uk, including your full name and **Creative Engagement Assistant** in the subject line of the email. Should you wish to submit your application in another way please get in touch.

If you wish to discuss the role before you apply, we would like to invite you to attend an informal 1:1 chat with a member of the team. To take up this opportunity please email recruitment@jacksonslane.org.uk to arrange.

We would also appreciate it if you could complete an Equal Opportunities form, and include this with your application so that we can continue to monitor and increase the accessibility of our recruitment process. This form is available on our website, alongside this recruitment pack.

Application deadline	10am Monday 24 July 2023
Interviews	Week commencing Monday 31 July 2023
Preferred start date	1 September 2023

We will respond to all applicants, and contact after the closing date to invite to interview should your application be progressed to the next round.

Interviews will take at Jacksons Lane, with questions sent out in advance to allow for some preparation. Should you have any specific requirements for the interview process, please get in touch