

JERWOOD ARTS

3 June 2021

Dear potential Evaluators,

Thank you for your interest in working with us at Jerwood Arts as an independent **Evaluator**. The closing date for applications is **5pm on 5 July**. Interviews will take place on 15 or 16 July by video call. Please complete your application using our online portal: www.jerwoodarts.org/jobs.

This job pack includes:

- Background to the role
- Role description
- Skills and experience we are looking for
- Terms and conditions
- Equal opportunities
- Guidance on how to apply
- Selection process

Jerwood Arts is the leading independent funder dedicated to supporting early career, UK-based artists, curators and producers to develop and thrive.

To help us learn from our work and understand our impact, we are looking for one or two evaluators to lead the evaluation of two of our current programmes: the [Development Programme Fund](#) and the [Live Work Fund](#).

We hope that this job pack will help with any questions you might have about this opportunity and the application process.

We are known for advocating for better conditions for artists through our work, including more inclusive recruitment practices. Over the past two years, our funding has been reaching increasingly diverse groups of artists, curators and producers, and we are keen to ensure our staff and freelancers also better represent those we work with going forward.

In creating this freelance opportunity, we want to work with one or two new independent voices who will bring insights, learning and experience to our current evaluation approach. We are excited to have this opportunity and would particularly like to hear from Evaluators we haven't worked with before, and/or Project Managers/Producers and others with demonstrable evaluation skills currently under-represented in the funding and arts sectors, who would like to play a key role in contributing to our mission this year.

Please email us at info@jerwoodarts.org with any questions - we will be happy to help.

Best wishes,

Lilli Geissendorfer

Director

Freelance Evaluator(s)

Jerwood Arts is seeking to appoint one or two experienced independent evaluators to undertake the evaluation of two of our current funding programmes: the [Development Programme Fund](#) and the [Live Work Fund](#).

This is a freelance fixed term contract from early summer 2021 through to early 2022. The evaluator/s can be based anywhere in the UK. There will be some face-to-face meetings with the Jerwood Arts team in London as required.

Fee: £5,000 inclusive of taxes and expenses per programme evaluation (£10,000 total)

The evaluator/s will be responsible for managing the administration and delivery of either one or both evaluations. This will involve designing a primarily qualitative evaluation framework in consultation with the Jerwood Arts team, with an emphasis on exploring the impact of the programmes on the ultimate beneficiaries - the individual artists and creatives.

Reporting to: Deputy Director

Who we are

Jerwood Arts is the leading independent funder dedicated to supporting UK artists, curators and producers to develop and thrive. We enable transformative opportunities for individuals across art forms, supporting imaginative awards, bursaries, fellowships, projects, programmes and commissions. We present new work and bring people from across the arts together through our exhibitions and events at Jerwood Space, London, as well as across the UK.

Jerwood Arts has an office at Jerwood Space, its sister organisation, one of the top rehearsal spaces for professional theatre, opera and dance companies in London. Jerwood Arts programmes the three gallery spaces in the building, which also houses a café run by The Gentlemen Baristas.

Since March 2020, the team has been working remotely and going forward we are supporting a flexible approach to ensure the safety of our staff and the effective delivery of all our activities.

More information about Jerwood Arts is available at www.jerwoodarts.org

About the programmes

Development Programme Fund

The [Development Programme Fund](#) provides funding for arts organisations who, with vision and skill, can deliver transformational development opportunities for artists, curators and/or producers in their field. The programmes offer deep learning and tailor-made developmental support for individual artists, curators and/or producers at a critical moment in their career, launching new artistic voices. 19 organisations were selected in 2019 and all their programmes are underway, lasting anywhere from nine months to three years.

Each Development Programme Fund grant has a different timeline and all have been impacted by the pandemic. A handful have finished, and most have at least another year to eighteen months to complete.

Whilst each programme is unique, working with different people in different ways in different contexts, our hypothesis is that there will be common factors across the fund. Our hope is that an evaluator can help us to understand 'what works' in supporting the development of artists, curators and producers through arts organisations.

Live Work Fund

The [Live Work Fund](#) supports 33 individuals over 12 months with awards of £20,000 each to adapt their approach to making and sharing live work. The early career artists, creatives and producers' practices pre-Covid-19 relied on live performance. We hope the funding and support will enable them to take up new post-Covid opportunities and make a vital contribution to their wider artistic community. Awardees are also supported by the Jerwood Arts team with mentoring, advice and introductions.

Each Live Work Fund awardee is on their own path, as they navigate a changing context for live and digital performance making. All are now five months into their supported year, and we would like to know what impact a bedrock of financial support and light touch professional development support will have enabled them to do.

This 'core funding for individuals' is a new approach to grant making and we want an evaluator to help us understand how effective it is in supporting their resilience and creativity, and how it might be improved for the future.

About the role(s)

The main purpose of each evaluation is to:

- Understand the impact of the fund on the early-career artists and organisations supported
- Develop a series of recommendations to increase the impact in future iterations of Jerwood Arts' funding programmes
- Create materials for sharing the learning from our work transparently with different audiences, including trustees, the artists and organisations funded by the programmes, our wider stakeholders and funding partners

Responsibilities:

For each programme, we would expect you to:

- **Design the evaluation process:** Lead the design process for the evaluation, producing a clear framework, methodology and timeline for the work in consultation with us to focus on some key questions.
- **Collaborate with our team:** We have been gathering feedback, data, interim reports and survey responses throughout the life of each programme so far, and would encourage you to work with our team to make the most of these to inform your process.
- **Collect information and insights:** Implement your plans for gathering additional information that would support the evaluation, including but not limited to surveys with beneficiaries and staff, and further desk-based research on beneficiaries' activities and the context for the programmes.
- **Learning and impact:** Analyse and distil your discoveries into formats that enable us to understand the impact of the programmes on the beneficiaries, and draw out key learning for us. Propose areas for change and improvement that would increase the impact of future editions of each programme.
- **Reporting:** The exact format of this would be determined in discussion with you and may include a written evaluation report and/or other formats that best support our team and stakeholders including funding partners to learn from the findings. Dissemination might include online or real-world roundtables or presentations. We would expect the evaluation(s) to be a key part of our final reporting to funders, including Wolfson Foundation, Esmée Fairbairn Foundation and The Linbury Trust (Live Work Fund).

- **Communications:** Work with staff to identify the information and findings which might best offer insights into Jerwood Arts' work and help with our advocacy around improving conditions for artists. You may also identify other opportunities to use your findings for sector-wide learning and research.

General

- Represent Jerwood Arts with a professional manner
- Act with discretion and maintain confidentiality
- Demonstrate integrity by enacting Jerwood Arts values and principles

Skills and experience we are looking for

Experience and Knowledge

- Three years of evaluation experience in an arts and cultural context
- Knowledge of current trends for freelance creative workers, especially early-career artists, curators and producers
- Experience of working with data
- Experience of reporting to funders

Skills and Abilities

- Ability to communicate effectively with a wide range of people
- Demonstrable ability to handle quantitative and qualitative information
- Ability to interpret and present information to demonstrate impact
- Ability to work both independently and collaboratively as part of a team

Personal Attributes and Interests

- Acts with discretion and maintains confidentiality
- Demonstrates openness to change and ability to manage complexities
- Responds positively to differing points of view
- Values and is actively committed to improving equity, diversity and inclusion
- An interest in the arts and arts policy
- An interest in supporting early-career artists

Term and Conditions

Contract: freelance, fixed term contract. Work is expected to start in August 2021, with reporting and dissemination due in January/February 2022.

Base: anywhere in the UK. Some face-to-face meetings with Jerwood Staff may be required.

Fee: £5,000 inclusive of taxes per programme evaluation (£10,000 total)

Hours: to be determined by the Evaluator/s

Equal Opportunities

Jerwood Arts is committed to addressing equality, diversity and inclusion across all our work, and you can find details of our latest actions [here](#). The assessment and selection process will endeavour to ensure that all applicants are treated equitably, and access requirements are met.

The arts sector is experiencing one of the highest levels of loss of work in the face of Covid-19: the personal impact of this is often devastating; the loss of skilled and talented people permanently a very real worry for the future. The latest research and statistics from the likes of the Policy and Evidence Centre (PEC), Office for National Statistics, Labour Force Survey and others suggest that the pandemic has disproportionately impacted the health and livelihoods of people from African, Caribbean, LatinX or South and East Asian heritage, those with disabilities or long-term health conditions, those from lower socio-economic backgrounds, and those facing intersecting barriers to fulfilling their potential. We therefore particularly welcome applications from anyone who might identify with the groups above.

We regularly review our application process to improve its accessibility. We have created a more equitable application form, with no requirement for CVs and the choice to submit video/audio applications.

Access

We are committed to ensuring you feel as comfortable as possible throughout the process of applying to us, so if you do have any access requirements please contact Jon Opie on 07947 906 434 / info@jerwoodarts.org. We will be happy to make any reasonable adjustments for you to apply or attend an interview.

If you would prefer to submit your application as an audio or video recording, the online application portal provides the opportunity for you to do this. You can upload one audio or video file with a recording outlining your experience and supporting statement. We will ask you to complete contact details and an equal opportunities monitoring form in written form to assist the processing of your application. No assessment of the production quality of audio or video recordings will be made.

How to apply

You can apply using the online form [here](#). We accept either written or video applications.

We will ask you to complete contact details, references and an equal opportunities monitoring form in written form to assist the processing of your application.

Applications must be received by 5pm on 5 July 2021.

If you would like an informal conversation about the role before applying with either Lilli Geissendorfer (Director) or Jon Opie (Deputy Director), please email info@jerwoodarts.org with a request by 28 June. We will book in a 15-minute slot and the conversation will be by either telephone or video call, depending on your preference. We are also happy to answer questions over email.

Please also email us if you have any technical issues with our form or if you have any access requirements that we can support you with during the application process. We will respond to email enquiries within three working days.

Selection Process

All applications will be read by a member of the Jerwood Arts team. They will consider the case made against the Experience and Knowledge, Skills and Abilities, Experience and Interests outlined for this role.

If you are shortlisted, we will normally contact you by telephone to invite you to interview. This will be confirmed by an email which will outline full details of the interview process, including the questions you will be asked in advance.

Interviews: 15 or 16 July

While we will endeavour to meet applicants' needs, this interview date is fixed; please ensure you could be available if you are shortlisted. In some instances, it may be necessary to invite applicants back for a second interview. You will be given full details about the arrangements if it is decided that this is necessary.

The interview will be held by video call and will be with two members of the Jerwood Arts team and a Jerwood Arts [Artist Adviser](#). You will receive the interview questions in advance.

An offer of the contract will be made subject to receipt of satisfactory references.