



**Job Title:** Project Assistant

**Fee:** £4,000

**Contract Date:** A 6 month contract running from January to June 2021

**Contract Type:** Freelance. Part time (2 days / 16 hours per week – days to be negotiated)

**Location:** A combination of home working and in the Upland office at Gracefield Arts Centre, 28 Edinburgh Road, Dumfries, DG1 1JQ (office working will be dependent on Covid restrictions)

**Responsible to:** Creative Director, Assistant Director & Upland Community Interest Company Board of Directors

**Deadline for applications:** 5pm on 7<sup>th</sup> December 2020

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## Background

Upland Arts Development CIC is based in Dumfries and Galloway, South West Scotland.

Upland is a bold, ambitious, rurally-based visual art, design and craft development organisation that evolved from Spring Fling Community Interest Company in 2015.

We nurture, produce and promote visual art, design and craft, and raise the profile of the creative industries of our rural area in a national and international context. We support and promote visual artists, designers and makers by developing mutually supportive partnerships, and engaging with diverse communities and audiences.

Upland's flagship event, Spring Fling Open Studios, is an annual visual art and contemporary craft open studios event that takes place across Dumfries and Galloway and was set up in 2003. In its new expanded form Upland now provides a year-round creative programme presenting a range of opportunities including exhibitions, residencies, professional and creative development opportunities, mentoring, workshops and more.

## Job Description

We are looking for a motivated Project Assistant to join our team.

The contract is for 16 hours per week (2 days). The successful candidate should be able to start the week beginning 11th January 2021 with the contract running until 30<sup>th</sup> June 2021. (There may be scope for the role to be extended dependent on funding).

Working days are negotiable but two consecutive days per week would be preferable, however, flexible hours can be discussed as can home working. At present the Upland team are working from home, however this situation may change next year depending on restrictions. Ideally the candidate will be available to work a combination of home and office working, as it will be necessary to be in Dumfries at key points. The fee will be £4000. This is on a freelance basis, the successful candidate will be responsible for their own Income Tax and National Insurance contributions etc., and ideally have their own laptop/software.

The Project Assistant will play a key role in Upland's **digital communications**, such as updating the Upland and Spring Fling website, social media channels and assist with database management and administration to ensure projects are well communicated and promoted.

As well as working on established platforms and processes, the Project Assistant will support the **development of the Spring Fling website**, assisting the Assistant Director to make the website more accessible and preparing the site for the 2021 event.

The Project Assistant will also assist with some elements of project delivery, supporting the Creative Director with Upland's youth and outreach programmes.

This involves, but is not limited to, the following:

- Support the Director in the promotion, management and delivery of Upland's youth projects (Emerge & Modern Makers) and outreach work
- Communicating with Artists, Makers, Upland members, Participants and Partners
- Updating both the Spring Fling and Upland website and social media platforms
- Working with the Assistant Director on developing the Spring Fling website with a focus on accessibility
- Manage monthly email outs and circulate and promote artist opportunities locally, and where appropriate nationally and internationally
- Other day-to-day office duties as required

This job description is not exhaustive and is intended to convey the types of, and level of, duties and responsibilities inherent in the post and may be amended by the inclusion of any other duties commensurate with the level and nature of this post.

We look for the following quality in the successful candidate:

- Enthusiastic and motivated to develop their career within a creative organisation
- Ability to exercise a high degree of initiative
- Self-motivated with the ability to work independently as well as part of a team
- Ability to work to tight deadlines
- Excellent interpersonal and team-working skills
- Ability to work under pressure
- Willingness to be flexible

Essential:

- Some previous experience in coordinating and delivering creative projects
- Experience in maintaining and updating web based information
- Experience in using social media
- Good working knowledge of Microsoft Office Packages
- Some experience in using Adobe packages for basic graphic design
- Excellent written and oral communications skills
- Knowledge of the creative sector, particularly visual art and/or craft

- Excellent organisational skills

Desirable:

- Degree or professional qualification in an arts related subject or arts management
- Current driving licence and access to a car
- Experience in developing and/or delivering youth and outreach programmes
- Experience in database management/data entry
- Have their own laptop & adobe software

**For more information on Upland:**

Websites: [www.weareupland.com](http://www.weareupland.com) / [www.spring-fling.co.uk](http://www.spring-fling.co.uk)

Facebook: [www.facebook.com/weareupland](http://www.facebook.com/weareupland)  
[www.facebook.com/springflingopenstudios](http://www.facebook.com/springflingopenstudios)

Twitter: [www.twitter.com/WeAreUpland](http://www.twitter.com/WeAreUpland)  
[www.twitter.com/spring\\_fling](http://www.twitter.com/spring_fling)

Instagram: [www.instagram.com/upland\\_cic](http://www.instagram.com/upland_cic)  
[www.instagram.com/springfling](http://www.instagram.com/springfling)

Flickr: [www.flickr.com/photos/spring\\_fling](http://www.flickr.com/photos/spring_fling)

Vimeo: [www.vimeo.com/weareupland](http://www.vimeo.com/weareupland)

**How to apply**

To apply please email Amy Marletta, Creative Director – [amy@weareupland.com](mailto:amy@weareupland.com) with the following information:

- Cover letter explaining why you are the best candidate for this role and how you meet the essential specifications (max. 2 sides of A4 in Word or PDF format only)
- Relevant CV (max. 2 sides of A4 in Word or PDF format only)

**The deadline to submit your application is 5pm on 7<sup>th</sup> December 2020.**

**Shortlisted applicants should be available for interview on Monday 14<sup>th</sup> December 2020.** Interviews will be held remotely via Zoom or similar.

Should you have any questions about the position or the application process, please contact Amy Marletta at the email address above or call 07871201473 for an informal chat about the post.



Upland is a registered company no. SC350101 in Scotland.  
 C/o Gracefield Arts Centre, 28 Edinburgh Road, Dumfries, DG1 1JQ