

Job title: Podcast Producer and Workshop Facilitator

Fixed term: November 2020 – May 2021

Location: Online / Sheffield

Reporting to: Artistic Director and Curator; liaising with artistic advisors and artists

Fixed rate (editing / production): 7 x days at £150 per day

Fixed fee (workshop facilitation and mentoring): £1,200

Application deadline: **Monday 14 September at 5pm**

Job summary

Arts Catalyst is seeking a talented individual with strong interpersonal/workshop facilitation skills and broadcast editing expertise to work with us on an exciting new project.

Radio Arts Catalyst

Radio Arts Catalyst is a new initiative and web platform that explores radio as a site of artistic encounter and as a critical space in which to collectively address current social, political and environmental challenges happening on a hyperlocal (South Yorkshire) and a planetary scale.

Approaching broadcasting as an ecology of overlapping spaces for listening, mapping and transmitting, Radio Arts Catalyst is made up of three central elements:

- A talent development residency programme in which emerging, UK-based artists selected via an open call are invited to develop new projects and expand their practices through audio outputs.
- The School of Broadcasting, which manifests as an informal broadcasting space for self-education, an evolving pool of resources and collectively produced audio projects developed by residents from South Yorkshire in collaboration with artists and curators.
- An ongoing programme of artist projects and audio outputs programmed as part of Arts Catalyst's research inquiries into [climate and environmental justice](#), [infrastructures of health and care](#), [the politics of extraction and migration](#), and [the weaponisation of technology](#).

Radio Arts Catalyst expands our work and research into the digital realm while we enter into a transitional period, during which time we will be re-establishing our central base and programming [from the city of Sheffield](#). The Radio Arts Catalyst web platform provides a public space through which artists and programme participants are able to share research and work-in-progress alongside podcasts and sound works.

The School of Broadcasting

The School of Broadcasting takes the form of an audio-centric space for listening, mapping and transmitting, bringing together practitioners, community organisations and individuals from South Yorkshire who are interested in broadcasting as a collective practice.

During this six-month process of collective self-education, three 'classrooms' of participants (up to 15 in each) will embark on three distinct inquiries addressing themes that span the social, environmental, affective and political, guided by three artistic advisors who will initiate the inquiry themes and aims.

With sessions taking place both remotely and in person, at the conclusion of each inquiry groups will each produce an audio output or podcast, supported by the artistic advisors and the podcast producer.

The producer will meet participants early on in the process in a co-facilitated workshop during which they will offer practical guidance and suggestions to participants in the School of Broadcasting. They will liaise directly with the artistic advisor during the development process prior to editing/producing three podcasts at the end of the process.

Participants based in South Yorkshire will be encouraged to join the classrooms, in dialogue with partner organisations, with confirmed partners including: [Migration Matters](#), [SADACCA](#), ; [a place of their own](#).

About Arts Catalyst

Arts Catalyst works across art, science and technology to produce ambitious new projects that critically engage with our changing world. We programme exhibitions, events, residencies, performances and publications, often working in collaboration with national and international partner organisations from the fields of art, science and academia. Public programming is intrinsic to our work, creating space for conversation, debate and fresh thinking. Since 1994, Arts Catalyst has commissioned more than 170 artists' projects, including major new works by the Otolith Group, Agnes Meyer Brandis, Tomás Saraceno, Aleksandra Mir, Larry Achiampong and David Blandy, and Susan Schuppli. In late 2020 Arts Catalyst is relocating to Sheffield where it will continue its national programme and research strands.

Responsibilities

Podcast production/editing and advising responsibilities

- Working with recorded audio content to produce 7 completed podcasts
- Working with audio samples of varying degrees of quality and styles of content whilst establishing a consistent editing style
- Advising artists and participating publics on best practice regarding audio capture/recording/copyright etc.
- Hands-on support to residency artists

- Providing technical guidance and feedback/support during one-to-one sessions with resident artists
- To advise on all things technical during podcast production process with the SoB, liaising with artistic advisors

Workshop facilitation

- Planning and co-facilitating three introductory workshops offering practical technical advice and guidance for The School of Broadcasting (comprised of three groups of up to 15 people) in collaboration with artistic advisors.
- Leading one group workshop attended by four residency artists, planned in conversation with Arts Catalyst
- Participating in feedback sessions during which you will offer guidance and technical advice to resident artists and to artistic advisors
- Helping compile resources for groups

Project timeline (estimated dates)

To give a sense of some of key delivery dates for various elements of the project, we've projected a timeline below, although these are subject to move around a little bit.

November

- Initial introductory and planning meeting with Arts Catalyst and the artistic advisors to give an overview of the School of Broadcasting projects and aims.
- School of Broadcasting (SoB): initial co-facilitated workshops (3 x half day co-facilitated sessions)
- Artist residencies programme: initial 2-hour group workshop with the four resident artists co-facilitated by Arts Catalyst

Early January

- 4 x 45 minute one-to-one advisory sessions with 4 x resident artists

February / March

- SoB: Liaising with artistic advisors regarding production plans and any issues regarding content / technical concerns
- Editing/co-producing 4 x resident artist podcasts in conversation with the artists

April

- Editing 3 x SoB podcasts

Person Specification

We are looking to recruit a skilled candidate with a track record of working on broadcast/audio-based projects for a hybrid role producing a fixed number of podcasts and leading/co-facilitating some group workshop training and mentoring sessions in broadcasting and podcast

production. The ideal candidate will be interested in the contemporary arts with a passion for communicating exciting and sometimes complex creative ideas to diverse audiences. They will be confident delivering engaging training workshops/sessions, and ideally have experience of working with artists and/ or community groups.

Essential skills / experience

- Experience producing and editing high quality podcasts/broadcast content
- Experience setting up and working with recording equipment
- Strong technical skills recording and editing music, field recordings, narration and dialogue
- Well-organised and ability to work to tight deadlines
- Some knowledge of copyright
- Well-informed within the field of broadcasting, with a wide general knowledge of the cultural landscape and the visual arts
- Experience working flexibly and collaboratively
- Experience facilitating/running training sessions with members of the public
- Demonstrable ability to communicate confidently and effectively within a workshop/group format

Desirable skills / knowledge

- Experience working with artists / small-scale arts organisations / community groups
- Knowledge of project management techniques and methodologies and experience of using these to deliver digital content projects.
- Knowledge of how to effectively monetise podcasting when relevant
- Familiarity with 'DIY' working practices
- Experience working with audio content hosting and distribution platforms such as radio.co/Libsyn/Mixcloud

How to apply

Please email a CV and covering letter outlining your experience along with the equal opportunities form available to download here to admin@artscatalyst.org by **Monday 14 September**. Please ensure you supply details of relevant experience in relation to both elements of the role (production and workshop facilitation). Please don't hesitate to get in touch if you would like to find out more about the details of the role or have any questions before applying.

Interviews will take place online w/c 21 September with the role commencing in early November.

We welcome applicants from all sectors of the community including those who identify as BIPOC, LGBTQI+, disabled and/or neurodiverse. We are particularly interested in hearing from

candidates based in the North of England as there is a possibility that some elements of the role that may require in-person presence.