

Entelechy Arts

Production and Delivery Manager for Care Packages

Job Description

Job summary

You will be working closely with the Entelechy Arts team to support the production and delivery of 250 creative activity packages to isolated and vulnerable people in Lewisham. You will be a friendly, pro-active person who is comfortable working in a creative community setting. Full, clean driving licence & DBS essential.

5 days (July 2020)

£150 per day

About Entelechy Arts

Entelechy Arts is a pioneering UK arts company engaged in creating work that reimagines the role of arts and cultural practice at the heart of local communities. Entelechy's work demonstrates the power of the arts in addressing some of the most pressing concerns that we face as a society including ageing, loneliness and equality of opportunity. We create outstanding arts experiences with vulnerable and isolated older people, and those with profound and complex disabilities.

Entelechy Arts is joint architect of Meet Me at the Albany an initiative that was provoked by the question 'what could be possible if the isolated old were supported to attend their local arts centre, instead of a day centre?' This ongoing initiative is also in partnership with Lewisham Borough Council, it has received national acclaim and exemplifies how great art and collaboration can transform the lives of older people living in our communities. Our Ambient Jam collective has enabled emerging artists who have profound and multiple disabilities to create inclusive multi-sensory events in public spaces across the city.

About Care Packages

Gnomes at Home is an in-the-palm-of-your-hand, tiny garden initiative designed for window sills and ledges. A creative, accessible invitation for hundreds of isolated people in Lewisham, Care Packages will be a 'conversation starter' providing a nuanced sense of community and helping Entelechy Arts further examine the power of small gestures and the landscape of care.

Created by Entelechy Arts, designer/producer Allison Walker and artist/sculptor Malcolm Buchanan-Dick. This is Phase 1, and we hope to deliver future phases in the coming months.

About the role

Key Attributes

- Would suit someone with experience as a touring stage manager/production manager or similar role in community/arts.
- Highly organised and efficient
- Reliable and excellent time-keeping
- Problem-solver, ready to take initiative
- Quick learner, able to process and apply information quickly
- Good attention to detail
- Clear, accurate communicator
- Flexible and adapts well to change
- A team player
- Friendly and respectful
- Comfortable driving a van and moving & handling objects
- Passionate about contributing to work that's making more equal, connected and engaged communities

Desirable attributes

- Good local knowledge of Lewisham
- Passionate about art and creativity
- Experience working with vulnerable adults
- Experience and/or training of working with people living with dementia
- Completed moving and handling training

Essential

- Current DBS can be provided (dated from within the last 3 years or via online update service)
- Full, clear driving licence
- Right to work in the UK
- Either:
 - Access to van or large vehicle (with valid insurance) for transporting boxes (expenses will be covered for use of the vehicle and fuel), OR:
 - Willingness to use own credit card to hire a van (deposit can be transferred to you in advance)

Entelechy Arts Production & Delivery Manager: **Job Description**

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The role will involve (dates subject to change):

Tue 21st July - Production meeting and planning

Mon 27th - Thu 30th July - Collating materials (at Albany, Deptford), packing and distributing boxes (across Lewisham)

Boxes have been thoughtful and creatively designed, co-created with some of our older members, and materials have been carefully sourced over the last 2 months. Care Packages will include gnomes that have been hand-cast and new plants taken from crowd-sourced cuttings of succulents.

The Production and Delivery Manager will be responsible for working with the Producer and the Entelechy Arts team to:

- Helping to compile and sort all materials together at the Albany (Deptford)
- Support the packing of 250 Creative Packages
- Planning delivery routes, with support
- Delivering 250 Creative Packages mostly across the borough of Lewisham, with the possibility of a small number in adjacent boroughs. Some deliveries will be to individuals some will be in groups (e.g. to Sheltered housing schemes)
- Supporting volunteer participation for packing and delivery of Creative Packages
- Supporting documentation and evaluation (e.g. taking photos, recording any stories, being interviewed as part of a debrief)

Further Information

For more information please contact roxanna.kennedy@entelechyarts.org or phone 07860 740033.

Please let us if you need any additional information, or anything in a different format, in order to apply.

Every day we work with people from a wonderful, wide range of backgrounds, and we are keen to hear from a diverse range of candidates with different perspectives, experience and knowledge. We particularly welcome interest from Black, Asian, Minority Ethnic and disabled candidates.

Application Process

To apply please send the following to info@entelechyarts.org:

- Your CV (ideally max 2 pages)
- A short covering email. Please confirm in your email that:
 - You are available on Tuesday 21 July and the 4 days (inclusive) Monday 27th - Thursday 30th July 2020
 - You can provide a copy of your driving licences and a current DBS on request (please do not attached)
 - You can provide 2 references on request.

Closing date for applications: 10am, Thursday 16th July 2020