



## **Race, Rights and Sovereignty Programme Coordinator (Freelance)**

75 hours in total (£34.00 per hour) to be worked between Jan-July 2024

Based in Glasgow

Possibility of extension depending on funding

### **About Race, Rights and Sovereignty**

The 'Race, Rights & Sovereignty' events series was initiated in 2016. The series is a partnership between the Glasgow School of Art Students' Association and The Glasgow School of Art.

It seeks to create opportunities and forums to engage with and unpack ideas related to race, rights and sovereignty, particularly in the context of creative practices. The series delivers six events across the academic year, primarily a lecture with an associated seminar or workshop to further discuss and unpack themes with the aim to celebrate, challenge, inform and inspire the next generation of artists, designers and architects.

Past speakers have included Akala, Sara Ahmed, Libby Odai, Natasha Ruwona, Tako Taal, Imani Jacqueline Brown, Lisandro Suriel, Larry Achiampong, Bisi Alimi, Alberta Whittle, Marikiscrycrycry, Professor Carol Tulloch and Dr Karen Salt. There is a dedicated website which details the range of past events: <https://www.racerightssovereignty.com/>

Whilst student and staff facing, this programme is also open to the public.

For this contract there is an expectation of the development, delivery and evaluation of 6 events:

1. Event 1 – Jan to Feb 2024 – this event will be co-devised by Exhibitions & Cultural Engagement Co-ordinator and GSASA. The RRS Programme Co-ordinator will contribute when in post
2. Events 2,3,4 - In March Independent Study week and can be a blend of lectures and workshops
3. Events 5 and 6 – Between April and July with potentially a postgraduate focus.

### **Programme Structure:**

- Practitioners invited as a collaboration between RRS Programme Co-ordinator, GSA Cultural Engagement Co-ordinator and GSASA President and Vice President.
- Delivery of 6 events, which can be lectures, talks or workshops.
- Collaboration with GSA Library adding to reading lists and subject guides for the upcoming guest speakers' themes per annum.

## **The Role**

Job Title: Race, Rights and Sovereignty Programme Co-ordinator

Location: Home working with the potential for meetings in GSASA.

Reports to: GSASA CEO and Cultural Engagement Coordinator (GSA)

Purpose: The Race, Rights and Sovereignty Programme Coordinator is part of the GSASA team. The post holder will devise and deliver this series of 6 talks and events per annum. The RRS Programme Co-ordinator also liaises with GSA Exhibitions and Cultural Engagement Co-ordinator to deliver this series.

### **Key Accountabilities**

- Devise and co-deliver events in the Race, Rights and Sovereignty programme, identifying opportunities for collaboration across the school and the Students' Association
- Liaise with GSA Exhibitions & Cultural Co-ordinator on the Race, Rights and Sovereignty programme who provides support for this programme;
- Invite speakers from across a range of creative and research backgrounds, whose work is relevant to the programme's scope and student interests and concerns at GSA;
- Devise and deliver a student-focused workshop and seminar series, relevant to the speaker programme, working with student representatives (such as the GSASA Vice President); relevant student societies and projects; and Students' Association staff;
- Work with the Exhibitions and Cultural Engagement Co-ordinator to ensure they have the information to arrange appointments and meetings for allocated projects, making travel, subsistence and accommodation arrangements for speakers and facilitators;
- Coordinate the copy for events with invited speakers, and co-ordinate with GSA and GSASA Communications team(s), to ensure that programme information is marketed and promoted publicly and internally;
- Ensure content on the Race, Rights and Sovereignty website is accurate and updated;
- Work with GSASA CEO and GSA Cultural Engagement Coordinator to ensure that relevant payments and invoices are budgeted for and processed;
- Ensure events in the RRS programme are accessible and inclusive, and coordinate additional requirements as necessary with the Cultural Engagement Coordinator e.g. BSL-English interpretation, live captioning, content warnings and subtitling of videos for example;
- Chair events, introducing speakers and facilitating Q&A and/or audience discussion where appropriate;
- Assist in the collation of information for funding applications and reports;
- Take reasonable care of the health and safety of yourself and of others who may be affected by your actions at work;
- Cooperate with the GSASA and School in ensuring that all statutory, policy and other H&S requirements are complied with;

- Ensure permissions for recordings and upload are in place, through co-ordination with Exhibitions & Cultural Engagement Co-ordinator;
- Collaboration with GSA Library, sharing details of the programme to support the development of resource lists and guides; bibliographies and additional learning resources for students;
- Work with the Exhibitions and Cultural Engagement Co-ordinator to maintain the RRS website.

### **Relationships**

#### **Internal Contacts:**

- GSA Exhibitions & Cultural Engagement Co-ordinator
- GSA Exhibitions Director
- Sabbatical Officers – the GSASA Student President and the GSASA Vice President
  - GSASA staff including the Societies and Communities Engagement Coordinator, GSASA Academic and Learning Coordinator and GSASA, Digital Engagement and Communications Coordinator
- Student Societies
- GSA Library Staff
- Director of Strategy and Marketing (Cultural Engagement)
- GSA Academic Staff

#### **External Contacts:**

- Cultural organisations and projects
- Galleries and museums
- Community groups, organisations and stakeholders
- External partners and funders
- Practitioners from a range of relevant creative and research disciplines

### **Person Specification**

Candidates will be expected to possess:

- Experience of working within an arts environment
- Demonstrable interest in themes which underpin the RRS programme such as race, decolonisation and creative practices
- Demonstrable experience of organizing exhibitions and projects
- An active interest in relevant creative discipline(s) e.g. fine art, architecture, or design
- Interest in working with students
- Ability to manage time and a complex workload

This role involves interaction with a wide range of staff, students and external contacts. The post holder should be able to demonstrate the following attributes and interpersonal skills:

- Excellent administrative and organisational skills
- Strong written and verbal communication skills
- A flexible and collaborative approach

- Strong and demonstrable I.T. skills and confidence in the use of databases and spreadsheets or a willingness to develop these skills
- Ability to pay close attention to detail and produce work to a consistently high standard
- Ability to work on own initiative
- Ability to work as part of a team to devise, deliver and evaluate a programme
- Availability to work flexible hours including evenings and weekends as appropriate

*GSASA welcomes applications from everyone irrespective of sexual orientation, gender identity, sex, ethnicity, faith and religion, disability and age, and we particularly welcome applications from black and minority ethnic candidates for this post.*

### **Terms and Conditions**

As a freelancer, you:

- will need to register with HMRC as self-employed and pay your own tax and National Insurance (or confirm registration);
- are not an employee and therefore will not have certain employment rights such as payment for sickness, holiday, pension, and maternity provisions;
- agree that our arrangement is not permanent and can be ended at any time (subject to whatever is specified in the freelance contract).

The role is supported by staff in the Students' Association, as well as the GSA Exhibitions & Cultural Engagement Coordinator.

The Exhibitions & Cultural Engagement Coordinator provides support including:

- Liaising with invited speaker on dates / themes / marketing
- Co-ordination of additional access measures such as arranging BSL-English interpreters
- Co-ordination of digital recording and distribution to GSA web platforms
- Organisation of Eventbrite / ticket booking systems
- Management of lecture and staffing on the night
- Further hospitality co-ordinated for invited speaker
- AV support and venue bookings where required

The CEO at GSASA provides support including:

- Line management for the role
- Support organising space for student-facing activities such as workshops and seminars
- Support for engaging staff and students across the school
- Liaising with staff around student-facing communications around the programme
- Working with the GSASA Vice President and the GSA Academic and Learning Coordinator, identify opportunities for programming, collaboration or development opportunities for students and groups of students which are relevant to the programme.