

Resident Artist (Creative Facilitator)

Job pack

Thank you for your interest in working with Drake Music.

We are excited to open artist applications for our **Drake Music Collective** programme, a professional development initiative for Disabled musicians.

The **Resident Artist (Creative Facilitator)** will have the opportunity to make new music and develop their creative skills, with the security of a regular income. They will also help to support the career development of other Disabled musicians. They will do this by mentoring three early-career Disabled musicians and facilitating creative sharing sessions for other artists in the programme.

We aim to make our programme intersectionally inclusive. We particularly welcome applications from artists from the global majority, women and LGBTQIA+ artists.

If you have any questions about this role, please email Lisa Heywood on lisaheywood@drakemusic.org.

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Key Information

Role title: Resident Artist (Creative Facilitator)

Salary: £28,000 pro rata

Contract: 7 months, fixed term, PAYE

Hours: 14 hours/ 2 days per week (see note about working hours)

Start Date: As soon as possible after Monday 12th June 2023 (to be agreed)

Location: Remote, with occasional travel to Manchester or London

Reports to: Drake Music Collective Project Manager

Application Deadline: 12 noon on Wednesday 10th May 2023

Note about working hours:

- We are happy to discuss flexible or reduced working hours if this would make the role more accessible to you.
- The first month will focus on induction activities. Due to meetings and training sessions you will need to be available for 2 days per week during this time.
- You will have around 25 days for your creative work. This time can be spread out across the 7 months or compressed into a shorter period, depending on how you prefer to work, in agreement with your line manager.
- The rest of the time will be for general tasks and the “Creative Facilitator” part of the role. This will take around 1 day per week.

About the role

The **Drake Music Collective** is Drake Music's Artist Development programme. It aims to change the landscape for Disabled musicians, making a career as a musician more accessible and sustainable.

The **Resident Artist (Creative Facilitator)** role is for a Disabled musician based in the UK, with 5 or more years' experience of working as a musician. You will be an established artist who makes the majority of your earned income from musical activities. This includes performance, teaching, composition etc.

Disabled: We use 'Disabled' as an umbrella term to include anyone who faces disabling barriers. For example, people with physical or sensory differences, people with invisible disabilities, d/Deaf people, Neurodivergent people and people who face disabling barriers due to mental health conditions.

Musician: We use the word 'Musician' to cover any artists who create original music as part of their practice. This includes all ways of making music and all genres.

As a resident artist you will be able to pursue development opportunities as well as creating a piece of new music. You will have access to a £2000 seed fund, as well as the security of a steady income, sick pay and other benefits of employment.

You will also facilitate creative activities for other artists involved in the programme. This includes mentoring 3 early career artists and running monthly "open house" creative sharing sessions (online).

General requirements:

- Access to reliable, secure internet connection for video/voice calls*
- Access to a personal laptop or desktop computer that can run Office 365*
- Access to a quiet, private space to attend online meetings in
- Willingness to travel occasionally to London or Manchester**

*If you experience digital poverty please let us know as we may be able to lend equipment for work use.

** If this isn't possible for accessibility reasons please let us know.

Job Description

General tasks (10% of time, around 5 days):

- Communicating with colleagues regularly using Microsoft Outlook (email) and via Microsoft Teams (chat, voice notes or video calls).
- Attending monthly team meetings on Microsoft Teams.
- Completing training and development activities as required.

Personal artistic development/creative project (50% of time, around 25 days)

Creating a new piece of new music exploring the themes “personal sustainability” and/or “radical inclusion”. When we talk about personal sustainability we mean, for example, creating a sustainable musical career.

There will be a £2000 seed fund available, which can be spent on costs such as:

- your own creative development
- collaboration with other artists
- recording the piece
- new equipment that you will use to create the piece.

We are particularly interested in projects that involve some or all of the following:

- making use of music technology
- collaboration with other disabled artists
- creatively integrating features that make them accessible to as wide an audience as possible, for example captions, BSL, audio description etc.

Creative facilitation (40%, around 20 days)

- Assisting in selecting 3 early career Disabled musicians to receive a bursary.
- Mentoring the selected early career musicians, including planning and delivering 3 bespoke online creative workshops.
- Facilitating 5 online “open house” creative sessions for the bursary recipients, previous Drake Music Collective Artists and Drake Music staff.
- Creating a resource to feed into Drake Music policies/processes about accessible facilitation & creative mentoring.

You will be supported in these tasks by the project manager and administrator.

What we are looking for

Essential criteria are marked with an (E).

Someone who:

- (E) identifies as Disabled.
- (E) has 5 years or more experience working as a musician.
- (E) is committed to creating work that pushes boundaries and aspires to be as diverse and inclusive as possible.
- (E) has an interest in supporting the development of early-career Disabled musicians.

Has the ability to:

- (E) prioritise and carry out assigned tasks independently
- (E) work in collaboration with a team
- create online resources (for example blogs, videos, podcasts)

Understands:

- (E) the social model of disability
- (E) how to contribute to creating a safe, inclusive and accessible working environment

Has experience of:

- (E) planning and facilitating creative workshops
- (E) mentoring other musicians/ artists
- planning and carrying out a musical project (e.g. a commission, album etc.)
- managing a budget (with support if required)

Access

We are committed to removing barriers to access for our staff, participants and anyone applying for a role at Drake Music.

During the application process

We provide application materials in a range of formats and allow applicants to apply in a range of formats. If you experience barriers to applying, please let us know and we will be happy to make reasonable adjustments as needed.

We provide an opportunity to tell us about any access requirements for an interview on our application form. We also ask all shortlisted candidates about their access requirements when offering an interview.

If you are appointed

When you first join Drake Music your line manager will ensure an Access Audit has been carried out. If you need reasonable adjustments to any of our working procedures then this can be agreed with your line manager. We can also support with Access to Work applications if needed.

We view access as an ongoing conversation. We understand that access needs can change over time, so we have systems in place to regularly check in and see if any changes are needed to access provision.

How to apply

To apply for this role, send your application form to lisaheywood@drakemusic.org by **12 noon on Wednesday 10th May 2023**.

You can apply by:

- Filling in the application form electronically.
- Creating videos or audio recordings to answer the application questions. You can then send the files to us by sending a link to an online folder (e.g. Google Docs) or file transfer service (e.g. We Transfer)
- If you would like to apply in British Sign Language let us know as soon as possible, so that we can arrange for translation of your application.

If the above options are not accessible to you please let us know, and we will make reasonable adjustments as required.

What happens next

Application deadline: **12 noon on Wednesday 10th May**

Interviews: **Wednesday 23rd and Thursday 24th May**

If you're unavailable on the interview dates above then please tell us in your application.

Once you have submitted your application we will reply as soon as we can, to acknowledge that we've received it. We appreciate that a lot of time and effort goes into submitting an application, so we will also contact you to let you know if you have been shortlisted or not.

About the interview

At the interview there will be a panel of three people who will ask a set of questions. These will be provided to you a week before the interview so you can have time to consider your answers. The panel may also ask follow-up questions during the interview to clarify your answers. You are welcome to bring notes and/or make notes during the interview if that's helpful for you.

About Drake Music

Drake Music works at the intersection of music, disability, and technology. We are innovators, educators, curators, and advocates. We believe everyone has the right to make music, and we use new technologies and ideas to open access to music for all. We are a national organisation working across England, delivering our programmes and projects from bases in Manchester, London, and Bristol and beyond.

In the mid-1980s the Drake Research Project was founded by Adèle Drake. Since Drake Music was established as a charity in 1993, we have provided upwards of 100,000 music-making opportunities for over 1,000 Disabled people. We make innovative and imaginative use of technology to remove disabling barriers across three programme areas:

- **Learning, Participation & Training** –We deliver workshops in schools, train teachers, advocate for inclusive practice and work strategically with music hubs and educators to develop the sector.
- **Arts & Collaborations** – We support Disabled musicians to develop their creative practice and careers via commissions, workshops, and performance opportunities. We also offer a range of participatory creative music-making opportunities.
- **Research & Development** – We work with communities of Disabled musicians, makers, and technologists, to imagine, design and build new accessible instruments and ways of making music. We are a home for new ways of thinking about music, musical instruments and technology, performance, teaching and practice.

Three principles inform our thinking and our practice:

- Our work is underpinned by the Social Model of Disability.
- Disabled musicians are at the heart of what we do.
- We are always learning, and sharing what we learn.

Terms and Benefits

Salary

Staff salaries are paid monthly at the end of the month. Pension contributions and tax will be deducted before the salary is transferred to you.

Pension

Drake Music enrolls staff into a pension scheme if they earn over £10,000 per annum, are aged 22 or over, and are under state pension age. If you are enrolled, a percentage of your salary is deducted each month and Drake Music also makes a contribution for each month that you do. If you don't want to join the scheme, you can opt out during the first month of your employment.

Annual leave

All Drake Music PAYE employees are entitled to 28 days annual leave, pro rata. There are also 7 to 9 Bank Holidays each year. Bank holiday entitlement is in addition to your basic holiday entitlement and is calculated pro rata based on your working hours.

Sick leave and other statutory leave

All Drake Music PAYE employees are entitled to sick leave, maternity leave, paternity leave, adoption leave and time off for family and dependants as per [government guidance on employment leave](#).

Flexible working

We recognise that there are times when it is helpful, or necessary, for employees to change their agreed hours. We are happy to discuss flexible working arrangements such as flexible start and finish times, part-time working, compressed working hours, job sharing or working from home.