



SCOTTISH  
CONTEMPORARY  
ART  
NETWORK

## PROFESSIONAL DEVELOPMENT PROGRAMME OPPORTUNITY

### Call for applications

#### Exhibition Assistant

Supported by Scottish Contemporary Art Network

**VENICE BIENNALE, 2022**

**4 week opportunity**

This will take place during the Biennale, between April 2022 and November 2022: a rota will be agreed in March 2022

**Deadline: Noon January 14, 2022**

**Interviews online: January 20, 2022**

**Training will take place on 5/12/19 February you will be asked to attend on two of these dates**

**Please note this opportunity is being advertised under current covid restrictions at December 2021, the opportunity may be impacted by future restrictions in Scotland, the UK or Italy or by decisions taken by the partners or by the Venice Biennale.**

*Scotland + Venice continues to develop our plans to participate safely in the 59<sup>th</sup> International Art Exhibition in Venice, adhering and responding to all legal requirements and guidance from the UK, Scottish and Italian Governments.*

### **What is this opportunity?**

Scotland + Venice and Scottish Contemporary Art Network (SCAN) are looking for an Exhibition Assistant to join the team taking part in the Scotland + Venice Professional Development Programme (PDP), for the Venice Biennale 2022. This opportunity aims to encourage and support diversity in the visual arts sector. It is fully funded and if selected you will receive a fixed fee for taking part, relevant training, hands-on work experience and creative skills development.

Scotland + Venice and Scottish Contemporary Art Network (SCAN) are committed to addressing barriers that may prevent people from pursuing a career in the visual arts. For this opportunity, we would encourage applicants to come forward from a range of backgrounds and it is not necessary for you to have, or to be studying for, a further or higher education qualification.

We welcome applications from people aged 18 and over who can demonstrate their interest in pursuing a career in the visual arts in Scotland. To apply please complete an application as explained below, showing that you have an enthusiasm for the opportunity and that you have the key personal skills and experience required.

### **Further Information & How to Apply**

SCAN is supporting this opportunity because our research shows it can be hard for some people to break into, or advance, in a career in the arts. We are committed to ensuring that careers in the visual arts are open to people from a wide range of backgrounds and, by working together to support these opportunities, we hope to address some of the barriers that affect career development.

### **Who Can Apply?**

- **Students currently in full time higher/further education are NOT eligible for this opportunity**
- **You must be 18 years old or over to apply. This is for insurance reasons**
- **You should be resident in Scotland**
- You do not have to have a formal education within the arts to apply
- You should be able to show how this opportunity would make a significant difference to your ability to pursue a career in the arts and address any barriers or challenges you face in doing that
- If you already have a higher/further education qualification, but have faced barriers in developing your career in the arts, you may apply
- Please note that as international travel is necessary, having a passport is essential. If you travel on a UK passport it must have more than 6 months validity at the time of travel. If you have any questions around this please get in touch with us as additional advice and support is available
- **Under current Italian legislation all participants will be required to demonstrate they have received a double Covid-19 vaccination to both enter the county and to work in a public space. Covid-19 tests may also be required to travel both to Italy and to return to the UK. Please note that due to the changing nature of the pandemic these requirements may change, for example to include quarantine or booster requirements**

## **What is Scotland + Venice?**

The Venice Biennale is the largest exhibition of contemporary art in the world. The Visual Arts Biennale takes place every 2 years, with the Architecture Biennale taking place every alternate year. Scotland + Venice is a project that presents the work of artists based in Scotland within the Biennale with the aim of promoting their work to international audiences and developing Scotland's reputation as a centre of excellence for the visual arts.

The Partnership Board of Scotland + Venice consists of [Creative Scotland](#), [British Council](#), [National Galleries Scotland](#), [Architecture & Design Scotland](#) and [Scottish Government](#),

For information on past projects please visit: [www.scotlandandvenice.com](http://www.scotlandandvenice.com)

## **What is the Scotland + Venice Presentation in 2022?**

Alberta Whittle, is the 2022 artist selected to represent Scotland in 2022. Working in film, sculpture, print, performance and installation, her work is often made in response to current events and draws on her research into the African diaspora and the decolonisation of Western histories. Major themes include colonialism, xenophobia, climate change and the global pandemic.

Links to further information about Alberta Whittle:

<https://www.albertawhittle.com>

<https://scotlandandvenice.com/news/alberta-whittle/>

<https://artnight.london/artist/alberta-whittle/>

<https://www.jupiterartland.org/art/reset-alberta-whittle/>

<https://www.dca.org.uk/whats-on/event/alberta-whittle>

Commissioned by Scotland + Venice, this is a multi-partner project initiated by Glasgow International and supported by Glasgow Life.

## **What is the Professional Development Programme?**

The Professional Development Programme is a core part of the Scotland + Venice project. The people that take part in the programme are the first point of contact for the thousands of visitors that attend the exhibition throughout its 7-month run in Venice. They look after the audiences, the venue and the work itself. It is important that the Scotland + Venice project provide a safe, warm and informative welcome to all throughout the presentation and the participants in the Professional Development Programme are central to this.

If selected, you will spend four weeks living in Venice, alongside peers recruited from Scotland's art colleges. There may be further opportunity to take part in a planned cinema tour of Alberta Whittle's new work in Scotland from August 2022.

You will be able to:

- Live and work in Venice for four weeks during the Biennale as part of the Scotland + Venice presentation of Alberta Whittle's new commission.
- Experience some of the best contemporary art from around the world.
- Network with artists, funders, peers and arts organisations both locally and internationally.
- Develop communications and interpersonal skills by being the first point of contact for visitors and providing interpretation of the exhibition to a vast local and international audience.
- Develop skills and confidence at working in a fast-paced, public facing environment.
- Support high profile events on the international stage
- Develop your social media and digital skills.
- Develop your own art work or career goals in both Venice and Scotland

## **5. Role Description**

The Exhibition Assistant roles are vital to the success of the Scotland + Venice presentation. They are the first point of contact for visitors at the exhibition and they are ambassadors for the Scotland + Venice project and its partners, Alberta Whittle, and contemporary art practice in Scotland.

By taking part in the programme the Exhibition Assistants will be:

- Invigilating the exhibition in Venice as part of a team.
- Participating in and developing the Scotland + Venice 2022 creative programme, including public outcomes in Venice and Scotland.
- Ensuring all visitors to the venue receive a warm and friendly welcome by carrying out general Front of House tasks (information giving, mailing list sign up, evaluation, cleaning and tidying, sales and petty cash handling);
- Ensuring the safety and security of visitors and the exhibition in the venue.
- Assisting with events and screenings.
- Communicating your professional development experience through agreed methods; sharing your learning with peers upon return to Scotland.
- Contributing to a public outcome at in Scotland and/or in Venice and having the opportunity to discuss your experiences of the project.
- Ensuring the safety of visitors through appropriate Covid-19 measures.

## **Venice working schedule and structure**

The schedule is based on working **5 days (35 hours)** in the venue itself per week. Half a day per week is set aside for your own personal professional development in the context of the Scotland + Venice project. There might be some evening work required to support additional screenings and events.

The Exhibition Assistants will work in Venice for four weeks as part of a team of three.

Within each team there will be one Senior Exhibition Assistant to support co-members of the team, and report directly to the Scotland + Venice Project Manager on a weekly basis or as and when further support is required.

Each Exhibition Assistant team will travel to Venice together and share accommodation. The Scotland + Venice exhibition venue has level ground floor access, however the accommodation may have stepped access.

## **Payment**

The Exhibition Assistant will be paid a **fixed fee of £1,330** for participating for the **four-week term** and includes the time allocated for training. This is based on the living wage. Travel to training residencies, accommodation, training, airport transfers and flights will be paid for as well as Biennale passes in Venice. SCAN will make this payment to you the month before and will discuss with you the best way to make these payments and at that stage we will advise and support you with information about any tax and National Insurance responsibilities.

How much time do you need to commit and when?

### **In Scotland:**

We will ask you to participate in our training programme in February 2022. These training sessions are essential for people taking part in the programme.

August to December 2022: we will ask you to contribute to our feedback session/public outcomes, and talk about your experience at one event in Scotland.

### **In Venice:**

Four week opportunity for the Exhibition Assistant. This will take place during the Biennale, between April 2022 and November 2022: a rota will be agreed in March 2022

## **What skills do you need to apply?**

- We do not require you to have formal education within the arts, instead you should have some of the following skills:
- Good people skills
- Excited about contemporary visual art
- Interested in the themes in Alberta Whittle's work
- Ability to work as part of a small team
- Good communication skills

### **Some other desirable skills**

- Experience with film or AV equipment
- First Aid Training
- Social Media skills
- Foreign language skills

We wish to encourage applications from individuals with a wide range of backgrounds, and welcome applications from people at all stages of their careers and from under-represented groups and communities.

If you have any questions please email [venice@scan-net.org](mailto:venice@scan-net.org) to arrange to discuss this with us directly.

### **How do you apply?**

**PLEASE NOTE THAT IF YOU ARE INVITED FOR INTERVIEW, WE WILL ASK YOU TO FILL IN A FORM CONFIRMING YOUR ELIGIBILITY BEFORE THE INTERVIEW CAN TAKE PLACE.**

We welcome applications in **either written or recorded format.**

### **Written:**

- A one-page (A4) CV describing your experience and skills. **Please include your contact details.**
- Remember to look at the essential skills we have mentioned, and note any projects or work experience you have.
- A one-page covering letter that explains why this is the right opportunity for you and what you could bring to the project. This should be no more than 500 words. Tell us what your interests are, particularly if you feel a strong connection to the themes in the artist's work. Tell us what creative projects you might like to develop when in Venice. You could describe the barriers you have faced and how you think this opportunity will help you develop your career in visual art.

### **If you would prefer to submit by recorded video contact:**

If this is a suitable way for you to communicate you should think about the ideas written above and:

- Record details about your CV, **please include your contact details**
- Recorded applications should be no longer than 3 minutes in duration, and be emailed directly or sent as a link (if using Youtube or vimeo for example)

**Please also complete this equal opportunities monitoring form and attach to the email with either your written application or link to your recorded video. This information will help SCAN to monitor its selection processes. It will be treated in the strictest confidence and will be separated from the rest of the documents when your application is considered.**

All applications should be emailed to: [info@sca-net.org](mailto:info@sca-net.org).

### **How will we assess the applications?**

Applications will be reviewed by members of the Scotland + Venice team and SCAN, and an interview will be arranged for shortlisted candidates. We will assess applications on how they meet the skills and specific criteria listed above.

If you are shortlisted you will be invited to an interview, the interview panel will contain three people including someone from SCAN and someone from the Scotland + Venice team. We will ask you at interview to give us the name and contact details of no more than two people who know you well. For example, this could be someone you have worked or volunteered for, a teacher or support worker, or someone that you know and trust.

If we don't invite you for interview, someone from SCAN will contact you by end of February to let you know. Because we are a small team, we may not be able to give individual feedback to unsuccessful applicants.

### **What is the application deadline?**

Deadline for SCAN receiving applications by email is:  
**Noon January 14, 2022**

**Training will take place on 5/12/19 February you will be asked to attend on two of these dates**

**Interviews will take place online: January 20, 2022**

**Please remember if you are selected for interview, we will ask you to confirm your eligibility, and you must be available for the training.**