

Disability Access Coordinator Job Application

Ends on **Friday 17 November 2023, 5pm**

Key facts about the Disability Access Coordinator Role:

Hours: 3 days per week / 21 hours per week / (0.6 pro rata)

We have a flexible approach that combines working in the office and working from home

Salary: £16,300 (3 days a week) (£27,000 FT)

Type of Contract: This role is fixed term until 31st March 2025

Start Date: January 2024 or negotiable with the selected candidate

Reports to: **Programming Team**

About the role

This is a new role to begin developing processes that are committed to supporting artists and audiences who are Disabled, d/Deaf, neurodivergent and with long-term health conditions.

CCA is currently in the process of challenging ableism and exclusion in order for us to create and support inclusive and accessible exhibitions and events. We would like to operate from the point of view of access intimacy - that access isn't an individual's need but a common capacity shared between us all and learn to reframe our understanding of disability.

The ideal candidate will be familiar with our work, and passionate about the arts, access and inclusion. We strongly encourage people with lived experience to apply for this role and will prioritise applications from disabled people. This role is funded through a grant by the UK government through the UK Shared Prosperity Fund.

Role Specifications

The Disability Access Coordinator will work closely with the programming team to effectively implement access across our exhibitions programme, using a dedicated budget.

The Programming Team curates the yearly exhibitions programme and open-calls for residencies at CCA.

You will be working closely with:

Exhibition Curators: Sabrina Henry and Alaya Ang

Programme Assistant: Neha Apsara

and coordinating with Programme Coordinator: Annie Hazelwood

Main Duties:

Exhibitions (50%)

- Work with the Curators and Programming Team to embed conversations about Disability access from the start of a project, in collaboration with exhibiting artists
- Coordinate with external providers to organise access provisions related to the Exhibitions. This could be BSL interpretation, audio description of works, captioning or creating an Access Guide for audiences
- Collaborate with the CCA team to begin to develop a sustainable and achievable plan for exhibition access provisions

Audience Access and Engagement (30%)

- Work with the Programming Team to ensure access requirements are considered for audiences with disabilities or additional needs
- Collaborate with the Communications Team to ensure accessibility of exhibition resources and material
- Work with the Programming Team to develop long-term outreach and communication strategies
- Create an access advisory group to inform wider access understanding from different perspectives

Administration (10%)

- Manage the exhibition access budget accurately
- Coordinate with third-party providers for access provisions, including managing the exhibition delivery schedule and handling invoices

Evaluation (10%)

- Embed continual evaluation to reflect and feedback on CCA's exhibition programme access provisions, in line with the CCA's evaluation framework
- Assist with providing feedback and data for UKSPF's evaluation and reports
- Develop recommendations for enhancing the accessibility of CCA's physical space and programmes in the future

We recognise that CCA is at the beginning of this journey - our aim is to take a process-led approach and remain flexible regarding the scope of these duties and deliverables.

What are we looking for?

This is the person specification for this role, we expect those applying to meet the essential requirements and have some of the desirable ones too.

Essential

- We are interested in applicants who have gained practical experience and knowledge through a variety of routes, and we'd love you to tell us your story
- Experience of working with disabled people and disabled-led teams
- Be self-motivated, have organisational skills and ability to work to deadlines
- Commitment to all aspects of equity and diversity
- Ability to work collaboratively in a team, maintaining regular communication with colleagues, even when working remotely

Desirable

- Experience of working within the arts/cultural sector
- Knowledge of UK-wide culture sector, its barriers and structures
- Familiarity with access riders and best inclusive arts practice

Training and development:

CCA are committed to staff training and development, individually and as a team.

- We will provide training to support the role with a dedicated training budget to develop the required skills while in post - please apply even if you do not meet all the specifications!
- An access fund will be available to support any access needs.

We aim to adjust our existing practices and procedures to meet access requirements and supports including Access to Work. Our existing CCA staff will also receive disability awareness training.

Application

- We value lived experience as a key asset for this role and strongly encourage applications from people from the global majority*, who are LGBTQIA+, disabled** and/or from working class or low socio-economic backgrounds are particularly encouraged to apply.

*This includes, but is not limited to, people of Black Caribbean, Black African, South Asian, East Asian, South East Asian, West Asian, Arab, Latinx, Jewish, Romany and Irish Traveller heritage.

** This includes but is not limited to, those who define as disabled people, as people with long term health conditions, as deaf, Deaf, neurodivergent or in relation to their health-related access requirements.

People from these groups are still currently under-represented in the arts nationwide, and we are committed to challenging and changing this.

How to apply:

Please respond to the following questions in your application:

1. What excites you most about this role?
2. We do not ask for a CV for this role - instead please give us 1 experience (paid or unpaid) you are proud of and feel would be relevant for working in this role.
3. What would you like to learn or gain experience from in this role?

Submit your application to recruitment@cca-glasgow.com by **Friday 17 November 2023, 5pm**

Applications can be made via text, audio or video –please use whichever methods you prefer. Ultimately, we want to know why you'd be great at this role, and we don't mind how you share this with us.

- Writing - we suggest between 750 to 1000 words
- Video or audio recording between 3 to 7 minutes
- If you apply in BSL, we will advise you who will be interpreting for us, and provide the option for you to identify your preferred interpreter

If you have any general questions about applying, or would like to share with us any feedback you have about the application process, please email us at

recruitment@cca-glasgow.com. If you are a BSL User, you can also reach out to Scotland's BSL Relay Service. <https://contactscotland-bsl.org/>

Recruitment timeline

Deadline for Applications: Friday 17 November 2023, 5pm

All applicants contacted by: Friday 1 December 2023

Interviews: Tuesday 12 December 2023

Start Date: January 2024 or negotiable with the selected candidate

We recognise how much time and effort goes into crafting and submitting an application, so we'll review each with the same care and attention. We do this by looking in detail at the application with reference to our essential and desirable qualities mentioned in the person specification above.

If for any reason you require more time for your application, please notify us before the deadline for applications and we can provide you with extra time within reason. This will be on a case by case basis.

Interviews - Tuesday 12 December 2023

- The selection panel for this role will include at least one global majority person and there will be Deaf/disabled representation on the interview panel
- We will provide an accessible interview process and can arrange for a BSL translator, - please advise us of any access requirement you need to attend the interview.
- If the interview date does not suit you, please tell us in your application.
- If you are selected for an interview, we will send you the interview questions in advance. This is usually a couple of days before the interview itself (this is so people don't over prepare – it's not an exam and the questions don't require research or have 'right' or 'wrong' answers). If, for access, you would like them earlier than this, please let us know.

We will let you know if our timelines change, and you will hear from us no matter what the outcome of your application.

If your application does not result in an interview, we will let you know and can offer feedback as requested.

Other helpful information:

About CCA

Here is a virtual tour of CCA:

<https://www.cca-glasgow.com/visit/cca-virtual-tour>

Here is our current accessibility guide:

<https://www.cca-glasgow.com/media/documents/Accessibility-Guide-interactive-format-updated-May-2023.pdf>

Centre for Contemporary Arts is a multi-arts venue in Glasgow. CCA curates national and international contemporary art in our gallery space, as well as commissioning and hosting new projects in our online platform CCA Annex, and providing the Intermedia gallery space for emerging artists. CCA hosts cultural events year-round, sharing our building and resources with artists, individuals and organisations to create a citizen-led programme. CCA is also home to seed-sharing community project Glasgow Seed Library and Common Ground, a physical space and programme for refugee communities. CCA is supported by Creative Scotland.

About UKSPF

This role is funded by the UK government through the UK Shared Prosperity Fund. The UK Shared Prosperity Fund is a central pillar of the UK government's Levelling Up agenda and provides £2.6 billion of funding for local investment by March 2025. The Fund aims to improve pride in place and increase life chances across the UK investing in communities and place, supporting local business, and people and skills.