



CREATIVE ARTS TEAM LEADER

Are you creative in a 'not-very-creative' job?
Do you want to do work that is rewarding and helps others?
Do you want to look forward to coming to work each day?

Why ArtWorks?

ArtWorks is a not-for-profit creative arts organisation that is dedicated to supporting the development and empowerment of artists with learning disabilities and/or are autistic. We are a group of creatives who are committed to fostering positive change for the artists we support, as well as the wider disability arts movements. Our collective also aims to express this desire for positive growth in our local environment and community. We support our artists to contribute to society through artistic exploration, exhibitions, events, and volunteer placements.

We believe in the transformative power of art and strive to create a place where every artist can thrive and express their creativity.

Please check us out at www.artworks-sy.co.uk and our International Arts Exhibition at www.artworkstogether.co.uk.

What Does the Role Involve?

We are looking for a creative individual with experience managing others, such as a team leader or management position. This does not have to be in a creative arts environment as we appreciate these skills are transferable. We are looking for someone with a creative background/skills – this could be art, photography, filmmaking, sculpture, animation, or textiles to name but a few. A creative degree is preferred. We need someone with good organisational skills who is willing to try new things.

As Creative Arts Team Leader you will manage a small team and organise the day-to-day art activities for up to fifteen artists who have a learning disability and/or are autistic. The role involves running creative workshops, writing the weekly activity schedule and working on ArtWorks commissions, art projects and creative community commitments alongside your team and our creative arts coordinator.

You will be responsible for the general running of your building, including ensuring health and safety is maintained, liaising with artists, their support and sometimes adult social care to ensure the wellbeing of all our Artists. You will be responsible for managing a small staff team to support their development and wellbeing and to ensure the smooth running of the day to day activities in the studio. You will support your team to plan their office days and support them with managing their workload. You will undertake their scheduled supervisions alongside regular 1-1 check ins. You will be working as a close knit team with the Team Leaders from across our studios, helping develop and implement new ideas and projects across the organisation.

An important part of the role is talking with our artists about their dreams and aspirations and creating opportunities for their work to be exhibited, with support from the senior management team at Art Works. This role allows for creative and professional development, with access to lots of art materials, professional equipment and knowledge. With a staff team of 30 creatives working across ArtWorks, we are a hive of buzzing activity day in and day out. As a creative arts organisation, we are limited only by our imaginations and take on a wide range of projects, from mural work to film shoots, fashion shows to art competitions.

We will provide you with social care and comprehensive first-aid training, so you can understand autism and learning disabilities to be able to confidently support our artists, including writing risk assessments, method statements and completing health and safety audits. Having a background in social care, or connections to people with learning disabilities and/or autism, is beneficial for this position but not essential. This position requires you to support the Operations Manager with reporting and maintaining GDPR, to ensure that safety is maintained in our Centres, during events and that our artists are supported in a person-centred way. You will report directly to the Creative Arts Co-ordinator, Operations Manager and Directors to support your work.

We ask that you have **a car and acquire business insurance**, as we attend lots of galleries, events, and workshops in other areas, supporting our artists to exhibit far and wide, as well as regularly having fun days out with the artists.

What will my first year of employment look like?

- You will support our artists to develop new skills, create work and exhibit their

work locally.

- You will support the staff team to develop their ideas, purchase new equipment and try new creative processes. As well as developing these skills for yourself supported by the wider team.
- You may attend training to learn new creative skills and learn from others in the team (screen printing, Adobe, glasswork, textile, photography etc.)
- You will lead the sessions managing the gardening and landscaping at Wentworth Woodhouse.
- You will take part in regular swim and gym sessions.
- You will learn skills in care to help you best support our artists and develop yourself further
- You can attend events outside of work - socially with colleagues, as well as VIP invites to art launches and exhibitions. This is not mandatory (because we don't all want to go wild swimming on a Friday night, some of us just want Netflix and Pizza!)
- You will have the opportunity to support our artists to work with some of our other volunteer partnerships, such as the Sheffield Documentary Film Festival and Wildlife Trust to name a few.
- ArtWorks runs the bi-annual International Arts Festival Art Works Together which you will support the creative art coordinator to organise.
- You will support sustainable working practices and spread this knowledge to the general public through our work.
- You will develop new care skills and provide a safe environment for our artists through reporting and regular management meetings.
- Countryside walks, cycling, bowling, cinema visits, picnics, and generally whatever social activities our artists want to engage in.
- We hold a sports day in the summer, and a large Christmas Party in the winter for all of our buildings to participate in.
- You will support our artists to go on a holiday to Butlins during the working week once a year.
- Regular supervisions to ensure you feel supported and happy in your role. All of our positions offer scope to develop into further roles as our not-for-profit continues to grow.

Do I have what it takes?

Possible Examples:

Are you working somewhere you feel your creative degree doesn't go to use?

Are you a freelance creative looking for a bit more stability in your work?

Do you work in a corporate environment that doesn't give you the creative freedom you need?

Do you have a background in social care but a keen eye for photography?

Do you want to help people learn creatively without the restrictions of a formal teaching environment?

Are you a passionate and empathetic person who vibes from creating a fun work environment for others?

The Finer Details

Full-time position: Monday – Friday 08:30 – 16:30

Salary: Our pay structure is currently under review, and updated rates will be confirmed with applicants once finalised. In the meantime, salaries are expected to reflect an increase on the 2025 rate of £27,261 per year

Role available at site: ArtWorks Studios, Parsons Cross, Sheffield

With the potential to cover:

- ArtWorks Sheffield, located in S6
- ArtWorks Rotherham, located in S61
- ArtWorks Barnsley, located in S70

Even more Benefits! No way!

- Flexible dress code
- Enhanced sick pay
- Office drinks
- Training and development opportunities
- Company and social events
- Free tickets to art events
- Cycle to work programme
- Competitive pension
- ArtWorks merchandise
- A paid Mental Health Day each year
- A paid day holiday to celebrate your birthday
- Shopping Discount codes
- Selected free and discounted music, theatre and sports tickets.

How do I become part of the Art Works collective?

To begin your application for this role please send your answers to the following questions, your CV, and your cover letter to artworks.hr@gmail.com.

- Do you have a valid UK Driving Licence?
- Do you have access to your own, personal car?
- Would you be able to drive to our locations within 45 minutes?
- Are you aware this is a full time position?

We ask that you explain why you would like to work for ArtWorks in your cover letter.

If you are selected to progress in the recruitment process, you will be sent an application form to fill in prior to your interview and an online assessment form.

The final stage of our recruitment process is an in-person interview, details of which will be outlined closer to the time.

Please do not apply if:

You do not have a car and a license. This is essential for trips, such as our holiday to Butlins or picnics at the Yorkshire Sculpture Park etc.

Description	Essential	Desirable	Method of Assessment
Qualifications			
A degree in Creative Arts or a related field		X	Application/CV
A qualification related to supporting adults with learning disabilities and/or autism		X	
Experience			
Facilitation of creative workshops, supporting others to develop and progress their own individual practice	X		Application/CV/Interview
Facilitation of creative workshops, supporting adults with learning disabilities and/or autism to develop and progress their own individual practice		X	
Working with and/or caring for vulnerable adults		X	
Managing work-based projects with responsibility for meeting deadlines and working within budget		X	

Skills and Abilities			
Full driving license and access to a vehicle is required to transport service users and supplies to off site activities	X		Application /CV
Proficient in MS Office Suite (Excel, Word, PowerPoint) and other relevant software programmes	X		
Excellent written and verbal communication skills, providing accurate record keeping	X		Application/CV/Interview
Able to contribute towards a safe and supportive working environment	X		
Personal Attributes			
Positive attitude, demonstrating resilience in overcoming challenges in a fast paced, busy environment	X		Application/CV/Interview
The ability to organise your own workshop schedules	X		
Inclusive and encouraging, supporting others creative ideas and personal development	X		
Continuous learner, willing to undertake training and learn new skills	X		