



### **Job description: Engagement Production Volunteer**

Shubbak seeks a volunteer to assist our **Engagement Producer** and to join our small and dynamic team for a series of exciting community and education projects in 2022. Shubbak (meaning 'window' in Arabic) supports and celebrates the diversity of Arab artists' creativity and innovation through its professional, participatory and engagement programmes, national touring and biennial multi-artform festival. Working nationally and internationally, we commission, initiate and develop projects that encourage a wide range of creative approaches in an artist-led process. In 2021, Taghrid Choucair-Vizoso and Alia Alzougbi were announced as the new joint CEOs of Shubbak and as part of their new leadership, community and engagement work is being centred as a key part of the organisation. As part of this, we are looking for a motivated volunteer to assist our Engagement Producer in his role in developing Shubbak's work with the Arab/South West Asia North Africa community and schools programme. We are looking for someone with a passion for Arab/SWANA culture and working with groups who may have a history of less engagement with the arts in the UK. Knowledge of Arabic would be an advantage but is not an essential requirement.

This is a part-time opportunity, the selected volunteer will be working with us for four months between August and November 2022 and will be responsible to the General Manager & Engagement Producer.

**Job Purpose:** to assist the Engagement Producer with various residencies and engagement projects.

#### **OVERVIEW**

1. One day a week, preferably Tuesdays, 10.00 am until– 6 pm (at our office.)
2. Shubbak covers a small stipend for transportation and lunch of £15 a week.

## **KEY TASKS AND RESPONSIBILITIES**

This role will principally support Shubbak's artistic and engagement activity, main tasks include:

1. Assisting with Shubbak's Engagement Activity
2. Assisting with community research (spaces, potential partners and participants as required)
3. Supporting the planning and scheduling of workshops, rehearsals, meetings, and other activities, as required
4. Assistance and presence during workshops, to include supporting facilitators and participants, documentation, evaluation and logistical support
5. Sourcing and marketing assets from artists and partners
6. Assisting with booking travel and accommodation, where appropriate
7. Artist liaison (pick-ups, drop-offs) during residency periods

## **Knowledge, Skills, Experience**

### **ESSENTIAL**

- Genuine interest in working in an Arab arts organisation that engages young people and communities from all backgrounds
- A desire to develop a career in producing and/or participation work
- Friendly, open, and collaborative attitude
- Good verbal, written, and computer skills (e.g. word, excel, outlook, and competency in cloud-based programmes);
- Organised, adaptable, and able to prioritise

### **DESIRABLE**

- Experience in working in an arts/culture organisation or on arts & cultural projects
- Arabic language skills
- Previous experience of community-based projects
- Up to date knowledge of Safeguarding
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**Application deadline is Tuesday 16 August 2022.**

Interviews would be on a rolling basis and up to the week commencing 15th August. Start date and the start date is Late August/ Early September.