

**HELIX
ARTS.**

ARCHIVE LEAD

April 2024

THE ROLE

Salary: £30,000 pro rata.

2-year fixed term contract.

Hours of work: 3 days (22.5 hours) per week (flexible working pattern).

Holidays: 25 days holiday plus Public and Privilege holidays (pro rata).

Eligible for company pension scheme and other company benefits - e.g., birthday off and Christmas close down.

ABOUT US

Helix Arts is an arts and social change agency working with communities and artists across the North East region, originally established in 1983. We are committed to breaking down barriers in the arts with vulnerable and excluded communities to improve people's lives and improve their circumstances.

Helix Arts are funded by Arts Council England to lead programmes that transform the lives and spirits of artists, participants and audiences. We co-produce events, performances and exhibitions giving audiences the opportunity to see people differently and break down social stereotypes.

We do this by establishing the 'right' of everyone, whatever their circumstances, to actively participate in the production of their own culture, in their own way. This includes people across low socio-economic backgrounds - young people at risk, those in poor physical or mental health, those experiencing criminal justice and people living with disabilities.

We work with communities to generate and co-create ambitious multidisciplinary arts projects, where they are encouraged to make, question, share and celebrate the real stories of who they are. We work across a range of art forms including visual arts, filmmaking, creative writing, graphic design, animation, street dance, music and DJing as well as photography, drama and textiles.

We collaborate with artists, in partnership with other organisations across culture, education, youth, health and social care, and criminal justice to create opportunities for people to participate in ambitious arts activity.

ABOUT THIS POST

Due to its long history, Helix Arts has a significant back catalogue of collaborative and co-produced projects. In the context of 'levelling up' these historic projects could have an important role to play in informing current and future practice. As yet, however, the archive has not been explored in a way that connects the methodological heritage of the organisation's past with its future commissioning and curatorial practice, and project development and realisation.

This post will be focused on exploring what can be learned from the history of the Helix Arts programme and asking how the central values and approaches of its heritage can inform its future work, with specific focus given to informing the Helix Arts Re:Visits programme strand of programming to coincide with the organisation's 40th anniversary in 2023 and beyond.

MAIN RESPONSIBILITIES

The Archive Lead will manage Helix Arts' National Lottery Heritage Fund Archive Project - delivering it to meet agreed targets. This will involve:

- Managing the Re:Visits archive project, including partnership development.
- Supporting community engagement in the archive and associated activities.
- Liaison and reporting to the executive team.
- Preservation of artefacts.
- Cataloguing, organising and digitising the archive.
- Support oral history archive.
- Developing robust archiving processes, procedures and workflows, with regular assessment of the quality of processes.
- Manage and oversee the Helix Arts Re:Visits online archive content including the living archive and website.
- Supporting dissemination of archive materials via exhibitions, events and workshops.
- Undertaking needs assessment of individual volunteers to inform the archive volunteers programme.
- Ensuring Re:Visits outcomes and KPIs are achieved in line with planned deadlines.
- Identifying and securing further opportunities to deliver archive project.
- Maintaining good communication, including:
 - Acting as a central point of contact for projects – with officers and senior managers.
 - Coordinating and chairing meetings.
- Allocating Helix Arts resources to ensure successful delivery of the project, including:
 - ICT.
 - Volunteers.
 - Archive management.
 - Dissemination experiences.
- Commissioning and participating in the evaluation of projects.
- Undertaking key areas of project management, including:
 - Troubleshooting/problem solving for projects.
 - Event management.
 - Production of creative products.
 - Distribution of work.
 - Co-ordinate the recruitment/selection, contracting and induction of artists.
- Manage project budget with the executive team.
- Contribute to any further project fundraising.
- Undertaking monitoring and evaluation.
- Providing written and verbal reports on the programme developments to Helix Arts staff team and funders.

SKILLS, QUALITIES AND EXPERIENCE

- Heritage specialist.
- Previous archive experience.
- Strong management skills.
- Good project manager.
- Friendly and approachable.
- The ability to share information with staff.
- The ability to carry out your role without supervision.
- A good knowledge of ICT including Microsoft Office and Google Drive.
- Be willing to learn about and follow Helix Arts aims, principles and policies, including confidentiality and data protection.
- Strong organisation and management skills.

OTHER DUTIES

In addition, the Archive Lead will be expected to:

- Work with the senior management team to develop and implement Helix Arts' policies and procedures.
- Follow Helix Arts' policies and procedures, including health and safety, safeguarding of children and vulnerable groups, and equal opportunities.
- Undertake any other duties as may be reasonably required within the scope of the role.
- Use your best endeavours to promote the interests of Helix Arts at all times.

OUR COMMITMENTS

Equity, diversity and inclusion

Helix Arts is committed to cultural equity, diversity and inclusion. We have detailed policies to support our commitments and we oppose discrimination of any sort. Where our approaches or processes may pose a barrier for you, we welcome different ways for you to connect with us or apply for opportunities. We are constantly learning and improving our policy and practices, so please let us know how we may need to adapt to your needs.

Safer recruitment

Helix Arts is committed to providing a safe environment for all those working with us, visiting our projects and participating in our programmes. Safe recruitment of all those who work for us is an important part of fulfilling this commitment. All positions at Helix Arts are offered subject to meeting the following conditions:

- Receipt of satisfactory references covering the last 2 years of your employment or education.
- A satisfactory DBS check (which can be arranged upon appointment).

Other benefits

- Birthday as additional holiday.
- 6% contribution towards staff pension.
- Hybrid working.
- Flexible working.
- Investment in your continued professional development.

KEY DATES

Deadline for applications: Friday 17th May 2024 at noon.

Shortlisting: Notified by Friday 24th May 2024.

Interviews: Tuesday 4th June 2024.

Start date: To be agreed.

CONTACT US

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Deputy Director

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ACCESS

We are working towards becoming as accessible as possible. If you require this document in any alternative format, please let us know. Or please call or email Stephen to discuss how we can do things better.

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