

Koestler Arts

2021 UK National Exhibition

Ex-Prisoner Exhibition Hosts

**Are you interested in the Arts? Are you an ex-prisoner?
Yes? Then we want to hear from you!**

Koestler Arts is the UK's best-known prison arts charity. Each year it holds a National Exhibition to bring to the attention of the wider public the positive achievements of prisoners. This exhibition attracts widespread media coverage and around 20,000 visitors to the foyers of the Royal Festival Hall, Southbank Centre.

Koestler Arts is looking to recruit a **group of ex-prisoners to invigilate this exhibition** alongside Southbank Centre's own Host Team, 7 days a week for the 5-week run. It is hoped that this will enhance the public's experience of the exhibition, as well as provide participants with a strong piece of work experience for their CV and a chance to develop new skills and build up their confidence for future employment.

The role will involve standard invigilation duties - welcoming visitors to the exhibition, ensuring their safety and security, handing out exhibition guides, voting cards and providing advice on the sales of works *plus* much more:

- Conducting tours of the exhibition with Koestler ex-prisoner hosts.
- Working in the Exhibitions Pop-up Shop.
- Learning customer service and team-working skills.
- Providing an exceptional visitor experience of the exhibition.
- The opportunity to be involved 'behind the scenes' in the exhibition process - from installation to de-installation.

We are looking for people who are able to give varied availability during the exhibition run - **from 28th October until 5th December 2021** - and you would also need to be available for **6 training days** (for which you will be paid) prior to the exhibition's official public opening on Thursday 28th October 2021.

Working hours will be for a minimum of 8 hours per week and you may be offered work on any day of the week including Saturdays, Sundays, evenings and bank holidays. You will be employed by Koestler Arts on a temporary contract for an hourly rate of rate £10.85 per hour.

This employment opportunity is a bit different from many others as we are specifically looking to recruit people **with** convictions. Southbank Centre support initiatives such as 'Ban the Box' which encourages employers not to ask about convictions prior to interview, however as the successful candidates will be Koestler employees, who will be publicly identified as Ex-Prisoner Exhibition Hosts, we are asking for people to disclose their convictions upon application. This is because people who have committed certain types of offences would not be allowed to work in this role [Please see our frequently asked questions for more information].

For more information please contact Sarah Matheve at Koestler Arts:-

sarah@koestlerarts.org.uk, 0208 740 0333 or 07435 781 843

**SOUTHBANK
CENTRE**

JK KOESTLER
ARTS

Koestler Arts & Southbank Centre 2019 UK National Exhibition Ex-Prisoner Exhibition Hosts

Koestler Arts is the UK's best-known prison arts charity. We have been awarding, exhibiting and selling artworks by prisoners, detainees and secure patients for over 50 years. Our awards receive over 7,000 entries a year - inspiring prisoners to take part in the arts, work for achievement and transform their lives. Our national exhibition attracts approximately 20,000 visitors - showing the public the talent and potential of prisoners and people in secure settings. We have no endowment or capital - our work depends entirely on donations.

Southbank Centre is the UK's largest arts centre, occupying a 17-acre site that sits at the heart of London's most vibrant cultural quarter on the South Bank of the Thames. The site has an extraordinary creative and architectural history stretching back to the 1951 Festival of Britain. Southbank Centre is home to the Royal Festival Hall, Queen Elizabeth Hall, Purcell Room and Hayward Gallery as well as The Saison Poetry Library and the Arts Council Collection. The Visitor Experience team is responsible for giving a world class welcome to all of Southbank Centre's visitors.

TIMELINE	2019
Application Deadline	Midday on Wednesday 8 th September
Interview Date(s)	Wednesday 15 th September Thursday 16 th September
Training Days	Wednesday 6 th October Thursday 7 th October Wednesday 13 th October Thursday 14 th October Wednesday 20 th October Thursday 21 st October Wednesday 27 th October
Exhibition Opening	Private Preview: Wednesday 27 th October Public Opening: Thursday 28 th October
Exhibition Dates	28 th October - 5 th December 2021

Koestler Arts & Southbank Centre

Ex-Prisoner Exhibition Hosts

At Koestler Arts we aim to help prisoners lead more positive lives, and we value highly the contribution that prisoners themselves can make to our work. Our team **includes ex-prisoners** as paid staff and volunteers, and at any one time we have 1 or 2 serving prisoners with us on day license for work experience. The prisoners benefit with new skills and confidence, and Koestler Arts benefits from the first-hand knowledge and experience of the people we aim to help.

Ex-prisoners understand just how precious Koestler entries are to the prisoner-artists who have made them and they can speak with inside knowledge of the role of the arts in prisons, e.g. to our funders and to members of the public visiting our exhibitions. This is why we are looking to recruit ex-prisoners to work as Exhibition Hosts at our UK National Exhibition at Southbank Centre London. Before undertaking the role you will be given plenty of coaching and support, and you will visit a range of exhibitions and galleries. The role is ideal if you want to gain some experience of working in an arts setting, if you have a keen appreciation of contemporary art that you would like to share with others or if you want to develop your public speaking skills.

We will need to **carry out careful checks** on you. We are not afraid to take risks on people who have made mistakes in the past - our whole basis as a charity is believing that people can change. But we need to feel sure that you have a good chance of making a success of your time with us. We don't want to set anyone up to fail. If your prison sentence or probation has been in the last 2 years and/or you are still on licence, we need one of your referees to be a **probation officer** who can tell us about your risk of future re-offending and how this role would fit with **your resettlement plan**.

As the role involves working in a public exhibition with a range of visitors including children and vulnerable adults, **we cannot accept people** who have been convicted of a sexual offences or offences against children or non-historic violent offences. We *may* consider applications from people who have had some history of aggressive behavior, as long as you and your probation officer can convince us that this is well and truly in the past.

How to apply

- ✓ Fill out the **application form**
- ✓ Make sure you complete **all sections** of the form
- ✓ **Follow the numbered points** of the Person Specification to help you fill out the Personal Statement, showing how far you meet **each point**
- ✓ Return the form to us by **Midday on Wednesday 8th September**

We will let you know by **the end of the day on Wednesday 8th September** if you have been short-listed for interview. **Interviews** will take place at the Koestler Arts Centre, in West London.

Post:	Job Application - Exhibition Host FREEPOST Koestler Arts, (no stamp needed)	Address:	Koestler Arts Centre 168a Du Cane Rd London W12 0TX
Phone:	020 8740 0333 07435 781843	Email:	sarah@koestlerarts.org.uk

We realise that many people have little experience of job applications, so we will make the recruitment process as welcoming and friendly as we can.

**SOUTHBANK
CENTRE**

JK KOESTLER
ARTS