



LUX Scotland  
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Dear Applicant,

## **RECRUITMENT PACK: FREELANCE EVALUATOR**

Thank you for your interest in the position of the Freelance Evaluator at LUX Scotland. You will find the information you need in this pack for you to be able to apply. It includes the following:

- Job description
- Person specification
- Equalities monitoring form

**To apply please send:**

- Your CV
- A Cover Letter (one side A4), explaining your interest, skills and experiences you would bring to the role
- An Equal Opportunities Form

**Please email the above to [scotland@lux.org.uk](mailto:scotland@lux.org.uk) with the email title Freelance Evaluator / [Your name].**

**Deadline for applications is Midnight (GMT) on Sunday 24 September 2023.**

- We are unable to consider applications that arrive after this point.
- Interviews will last 45 minutes and take place online over Zoom on Wednesday **11 October 2023.**

## **ACCESS & SUPPORT**

Video or voice recordings are welcome in place of a written application.

**Please send the following:**

- Up to 4 minutes of video/voice recording explaining why you are interested in the position and the skills and experience you could bring to the role. Please send this as an attachment or link.
- A completed equal opportunities form. This will be kept separately from the application and remain anonymous.

If you would like to have an informal discussion about any part of the role, the job description, request the job description in a different format, or talk about any adjustments you may need, please email our Project Manager, Lauren La Rose at [lauren.larose@dca.org.uk](mailto:lauren.larose@dca.org.uk)

## INTRODUCTION

Collective, DCA and LUX Scotland are committed to questioning the institutional ableism in the Scottish visual arts sector and imagining a future in which disabled artists and arts professionals have increased access to opportunities, are visible, and their expertise and experiences are truly valued. This includes disabled artists and arts professionals being represented as staff in organisations and on boards, their work shown in exhibitions, and their voices heard in decision making processes.

Funded by Paul Hamlyn Foundation, we wish to appoint a **Freelance Evaluator** to work closely with our Project Manager. In this role you will be key in designing an approach to monitoring, evaluation and reporting, and will lead in this area.

The project consists of three main strands: **commissioning**, in a supportive and anti-ableist way, three ambitious commissions; **research**, to disseminate the findings of the project and to help influence lasting change in the sector; and **organisational development**, to ensure changes are made in our organisations, at all

levels, to break down the barriers disabled people face when visiting, participating in and/or working with our organisations.

We believe that strategies and policies that affect the lives of disabled people should be informed by their experience and we recognise the expertise within this community. The active participation of disabled artists and arts professionals in the planning and implementation of these is essential for the project. **Therefore, under Schedule 9, part 1 of the Equality Act 2010, applications for this role will be accepted from disabled applicants only.**

We follow the social model of disability, which says that people are disabled by barriers in society, not by their impairment or difference, and the definition of disabled used in this context are people who identify as 'Disabled, D/deaf, chronically ill, neurodiverse, with mental ill health, mad, cripp, sick, spoonie or otherwise', regardless of whether you have received a medical diagnosis.

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, Latine, Jewish, Romany and Irish Traveller heritage.

LUX Scotland is a non-profit agency dedicated to supporting, developing and promoting artists' moving image practices in Scotland. Working at the intersection of

the contemporary visual arts and film sectors, our core activities include public exhibition and touring projects, learning and professional development for artists and arts professionals, distribution, commissioning and production support, research and sector advocacy. We work with a growing network of national and international partners, including museums, contemporary art organisations, film festivals and educational institutions, to deliver our programme.

## **JOB DESCRIPTION**

### **EXTERNAL EVALUATOR**

**Days:** We have planned for this role to involve 2 days of work a month between November 2023 to February 2026. This role may involve some evening and weekend work.

#### **Fee Structure:**

**From November 2023 to February 2024** 8 days of work paid at £328 per day. (total fee for this period £2624).

**From February 2024 - February 2025** 24 days of work paid at £344.40 per day (total fee for this period £8,266).

**From February 2025 - February 2026** 24 days of work paid at £361.62 per day (total fee for this period £8,679).

The fee is based on [Scottish Union Artists](#) rates of pay for 5+ Years' Experience based on a 8-hour day rate which increases incrementally each year to account for inflation.

We plan for fees to be paid by invoicing LUX Scotland on a monthly basis.

We anticipate this fee will cover planned events as part of our programme and provide a small number of hours towards the development of the post holder's practice. For example, this could include paid hours to attend staff training, or limited online access to view works (online) in the LUX collection.

**Contract:** Freelance, Fixed Term

**Responsible to:** Project Manager, Lauren La Rose

**Based at:** This is a remote position with occasional travel to Glasgow, Edinburgh and Dundee supported where necessary, including working some in person and online events.

**Eligibility:** People primarily based in Scotland and the UK.

## **PURPOSE OF THE POST**

The post-holder will be managed by LUX Scotland and the successful candidate will be required to work with the three partner organisations (DCA, Collective and LUX Scotland) to implement the evaluation plan, coordinate events and activities for artists and creative practitioners and communicate progress along the way.

The aim of this project is to create opportunities for meaningful organisational development to ensure our institutions and programmes better represent the diversity

of the Scottish population. This project provides space to test and develop new ways of working, led by disabled artists and art professionals, and as the project progresses we expect to uncover further questions which will shape our approach and our activities.

**The purpose of the evaluation is to:**

- To evaluate how well the three project strands are delivered and meet the overall aims and ambitions of the project
- To assess the quality of the resources produced and the extent to which disabled artists and arts professionals' voices have shaped the way we work with collaborators within each year of the project
- To write a report and facilitate a public event of your findings
- To consider areas which went well and other areas that could be improved
- To make recommendations which may inform future projects and national advocacy

**ROLES & RESPONSIBILITIES**

The role includes, but is not limited to, the following duties which are provided as a guideline:

## **Programme**

- To work closely with the project manager to devise and agree on the evaluation approach and methodology
- To develop, deliver and evaluate participatory practices and pedagogies in contemporary art and disability justice
- Arrange online/in person meetings with the project partners, project steering group and other art professionals to collect evaluation data
- Analyse data and produce a draft report and toolkit to be reviewed by project partners and steering group
- To widely share resources within the arts and education sectors, including at a final sharing event

## **General**

- Assist with the provision of access measures for all events in consultation with the project manager
- Follow company health and safety procedures at all times
- Any other duties as reasonably requested by the project manager
- As a freelance evaluator you will be expected to use your own computer and mobile phone and will be introduced to LUX Scotland's communication platform for online events



# **PERSON SPECIFICATION**

## **Essential**

- Lived experience of disability
- Knowledge and experience of designing and delivering evaluation of arts and education projects
- Competence in handling both quantitative and qualitative research
- Computer literacy and competency
- Excellent written and spoken communication skills with attention to detail
- Proven ability to produce evaluation reports for a range of stakeholders

## **Desirable**

- Strong understanding of the social model of disability
- Experience in developing evaluation methods for diverse groups of people
- Experience of working with disabled artists and disabled-led teams
- Experience of working with a team and artists with varied access requirements
- Experience of remote working
- Experience of supporting or organising public events
- A commitment to anti-racism in your everyday life
- Strong track record of producing clear, well written, high-quality reports
- Experience in grassroots community organising, policy development and advocacy campaigns

## **DATA PROTECTION**

The information you give in your application will be used to create a shortlist for interviews. Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment process. Your application will be kept on file for a maximum of six months and then destroyed.