

Arts Administration Trainee position

FAQs

If you have any questions that aren't covered here, if you have technical difficulties or you have any access requirements that we can support you with in the application process, you can arrange a time with us to speak with one of our team.

You can fill in this form ([CLICK HERE](#)) with your name, email, phone number, indicate what you would like to talk about and select a suitable time on the days indicated.

Q. What level of education/experience of working should I have had to apply for this post?

A. We do not expect specific qualifications or experience of paid employment for this post. If you have these things – great, we'd love to hear about them. But we realise that (for any number of reasons) some people with great potential and ambitions haven't had these opportunities. So, we'd still love to hear from you if you think you fit the 'Person Specification', even if your previous experience has been outwith formal education/paid employment.

You might be a young person fresh out of college, but equally you might be more mature and looking to build your skills after a period in (for instance) a caring role. We recognise that you may have faced barriers to work previously and we welcome applications from those who may not have taken a traditional route. The main focus of this post is on the person appointed gaining experience and skills in administering youth music/arts activities; so we're looking for potential as much as anything else.

Q. Do I need to be living in Easterhouse to apply for this opportunity?

A. To fully undertake this role the successful candidate would ideally be already living in Easterhouse. This is because a key part of the role is using their existing connections within the community to support the project. Because the post is a fixed-term, one-year-only post, someone who already has connections within the community and knows it well will have a head-start – which will be helpful given the short time-frame. We will accept applications from those currently living outside of Easterhouse, if they can explain their connections to the community.

Q. Is travel to the project location in Easterhouse covered by Red Note?

A. Yes. We will cover the costs of travel (usually public transport, or mileage if you drive) deemed necessary to undertake the work.

Q. Should I include a CV/covering letter?

A. No, there is no requirement for you to include a CV. Please ensure you complete the application form, as well as the Equalities Monitoring Form.

Q. What kind of supporting documents should I attach?

A. There is no requirement for supporting documents. If you do feel the need to attach files, documents or links that you feel would complement and help us better understand your answers to the application form, please note that the application form only accepts a maximum of 5 files of 100MB each.

Similarly, if you are sending your application by email, your email programme will also have a size limit for attachments. Please remember that these are only supporting documents and be conscious of the length and size of your files. If you would like to share heavier files, please use tools like WeTransfer or Dropbox.

Q. Who can I ask for further questions about my application?

A. For technical and administrative questions you can request a chat with Rocio Leza, by filling in this form ([CLICK HERE](#)). If you have questions regarding the role, the tasks, the projects and people involved, you are welcome to sign up to the online information sessions presented by John Harris (Chief Executive) and Louise Martin (Director of Access, Engagement and Participation). To sign up please click on the date that suits you best:

[Info session 1: Wednesday 5th May, 3.30-4.30pm](#)

[Info session 2: Thursday 13th May, 10.30-11.30am](#)

Q. Where and when will interviews take place?

A. We aim to be back in touch with applicants selected for interviews on **Friday 28th May 2021** with interviews arranged for **Wednesday 2nd and Thursday 3rd June 2021**. Due to the current circumstances, these will take place digitally on the Video Conferencing Platform Zoom. If you are invited to interview, we will discuss options for you and can be flexible on which digital platforms you are most familiar with. If you have any access requirements, please let us know.

Q. What does it mean to work remotely?

A. Since March 2020, the Red Note team has been working remotely and going forward we will support a flexible approach to ensure the safety of our staff and the effective delivery of our activities. This means you may work from home, but you don't need to use your own equipment. We will provide you with the necessary equipment for you to be able to carry out your work.

Q. What about COVID-19?

A. Red Note continues to adapt programme and project planning to follow Covid-19 government regulations and to ensure the safety of our staff. In the event of heightened measures, travel restrictions or other Covid-related events, we will respond accordingly and work with you to find the best way to support you in the role. Even during lockdown when live events and in-person activities cannot be undertaken, we have designed this role to be flexible working alongside the Red Note team delivering work digitally.