



March for the Arts

# Freelance Working Agreement Committee Member Job Pack

Please read the job pack carefully.

Deadline for applications **Friday 19th February at 10am**

Interviews will be held between the **23rd and 25th February** via Zoom

Please complete [this application form](#) **OR** email applications to [info@marchforthearts.com](mailto:info@marchforthearts.com) with the subject "MFTA Committee Application"

Should you require any more information in regards to this role or your application please get in touch via our email address

[info@marchforthearts.com](mailto:info@marchforthearts.com)



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## **Freelance Working Agreement Committee Member Job Pack**

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## **Introduction to March for the Arts**

[March for the Arts](#) is a collective dedicated to raising awareness about the importance of the arts. We champion those who work in arts industries. We campaign positively about the power of the arts to improve lives.

What started as a march - a physical demonstration to campaign for fair funding - has grown into something more. We want to provide a permanent space for creatives to rally. We now regularly collate information to add to our resources pages in support of our community; fight for fair funding and representation and gather stories from the public to add to our voices projects.

We have extended our reach to involve everyone who depends on arts industries of all kinds; and started to think about what we can do to help support them.

The Freelance Working Agreement is part of our first Arts Council funded project.

### **Our Mission:**

Our mission is to use this moment of pause as a moment for change. We will organise and assemble shared knowledge about the worth of our industries and the impact we have on people's lives, and take practical steps towards protecting and supporting the workforce of arts industries into the future.



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## **Introduction to the Freelance Working Agreement**

*N.B. We use the term freelance in a broad sense, and by it we mean anyone who doesn't identify as being employed by a single long-term employer. Others who may fall into this category could include those who identify as self-employed, short term employed, those set up as a limited company etc.*

Freelance workers are very vulnerable to poor working practice; 2020 has highlighted and exacerbated this existing problem, particularly in the art sector, which depends on short term or freelance workers more than any other.

As a result of the pandemic we know lots of organisations started to look at the way they were working with freelancers and reforming these practices. We've seen organisations keen to ensure that their rescue funding reaches the freelancers they depend on, but this has been difficult.

We wanted to facilitate a way to coordinate these efforts and ensure that organisations are checking back to freelancers.

We are seeking to standardise, for the long term, the way in which employers and freelancers engage with one another and arrange work, at first for the Liverpool City Region, and then beyond.

We decided to start with a written agreement that can be signed by organisations and workers alike, which holds both parties to ideals of best practice - ideals to be decided by our community.

In order to write this document, we are appointing a committee of people who work in various sectors, have various areas of expertise and who are able to represent organisations, venues and freelancers.



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## **What kind of things are we expecting the Working Agreement to include?**

We think the Working Agreement should be a summation of best working practice, including hiring, advertising of job roles, fair pay, prompt payment of invoices, strategies to remove nepotism, commitments to induction and training practices, contracts, promotion of diversity etc.

*N.B. These are best practice aims, to be met as far as possible depending on the size and scope of an organisation.*

The Working Agreement will not be a binding set of conditions, but a mark of excellence and formal starting point for communication between employer and employee.



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## **Job Description - Freelance Working Agreement Committee Member**

Each committee member will receive a fee of £250 for their work on the committee.

In order to maintain impartiality individual freelancers will not have personal sponsorship by any one organisation, including MFTA, but will be paid from the communal funding pot.

Committee Members will be responsible for the writing of the Freelancer Working Agreement following a consultation process with members of the creative community in the Liverpool City Region that will take place between **March and May 2021**.

**The commitment** is to a two hour Zoom meeting each week, for a period of 10 weeks, from the week commencing **1st March** (this may be subject to change, please make your availability as clear as possible in your application).

We anticipate the work of the committee members to be contained within scheduled meeting times. MFTA and a facilitator will provide resources, exercises, and information. The facilitator will guide discussion, notes and writing procedure.

The meetings will be organised in a workshop style and will provide the opportunity for freelancers to get around the table with representatives from large organisations and fellow workers, shaping the way we work together for the future.

Committee members are expected to represent their own community and bring their expertise to the table; but must also feel able to recognise their own biases in order to undertake impartial fact finding and maintain an open attitude to the needs and wants of the wider creative community in the Liverpool City Region.



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A planned programme of outreach by MFTA will inform the work of the committee and there will be many avenues for the wider community to help shape the agreement if they are not able to join the committee proper. The Working Agreement is also part of a wider MFTA project including the development of a free Directory for freelance profiles.

We are looking to fill the committee with a diverse set of voices from across the creative industries, as such we welcome applications from both very experienced artists and practitioners, as well as emerging artists, workers and graduates. If you feel like you have a strong voice for your community but lack certain experience, please do not be put off applying.

### **Person Specification**

We welcome applications from individuals from all areas of the creative industries within the Liverpool City Region. **The Committee Member will be:**

#### **E= Essential**

- Engaged in the creative industries in some capacity (E)
- Willing to input and develop ideas, and to hear the ideas of others (E)
- Able to work well as part of a team - collaboration (E)
- A strong advocate for best working practice within the arts (E)
- Willing to uphold March for The Arts' values in regards to inclusivity and diversity ([see policy here](#)) (E)
- Open to a variety of perspectives and ideas and have the ability to approach a project with an open mind (E)
- Based or working within the Liverpool City Region (E)
- Able to communicate with a diverse group of people (E)
- Able to attend regular Zoom meetings in March - May 2021 (E)
- Computer literate, including the use of Zoom video conferencing (E)
- Able to participate in online video calls with stable video and sound (E)
- Able to time manage and work towards a deadline (E)



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### **D=Desirable**

- A competent user of Microsoft Word, Microsoft Excel, Microsoft Powerpoint and common sharing software such as Google Drive (D)
- Knowledgeable of, and experienced in, one or more creative industry (D)

### **They will also have:**

- Good basic research skills (D)
- Good written communication skills (D)
- Experience of writing formal documentation such as reports, codes of conduct, staff handbooks etc. (D)
- Previous experience working on project orientated committees (D)



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## How to Apply

We welcome you to apply in the way that is most accessible to you. You can -

- complete [this form](#), **OR**
- apply in writing - one page of A4 in answer to the two questions below  
**OR**
- make an audio recording or video that answers the questions below.

Video/audio applications should be no longer than 3 minutes, these and written applications should be emailed to [info@marchforthearts.com](mailto:info@marchforthearts.com) with the subject “MFTA Committee Application”.

Throughout your application we will be looking for evidence that you meet the desired and essential skills and experience as outlined above. Please make sure that you have answered the following questions in your application:

**1. What experience do you have in the creative industries that you can bring to the committee?**

(If you have a CV/Portfolio/Website that shows your experience please feel free to attach that to your application).

**2. Why do you want to be on the committee?**

Please also give an indication of your availability for regular meetings (probably 2 hours weekly) between March and May 2021.

Deadline for applications **Friday 19th February at 10am**. Interviews will be held between the **23rd and 25th February** via Zoom. We will contact all applicants whether they will be interviewed or not.

Please also complete our [monitoring form](#) once you have submitted your application.

Should you require any more information in regards to this role or your application please get in touch via our email address [info@marchforthearts.com](mailto:info@marchforthearts.com)