Glenkens Community & Arts Trust

CatStrand
Creative Hub of a Cultural Landscape

CATSTRAND YOUNG CREATIVES

Job Description:
Arts Engagement & Events Intern

(Employee role, 3 day/week, 1-year contract)

Place of work

CatStrand, New Galloway, DG7 3RN.

Occasional home-working by agreement.

Our Aims:

The Glenkens Community & Arts Trust has a long track record of economic regeneration through arts and community work in the Glenkens. We are a key anchor organisation for the area, with a clear vision of making the Glenkens an excellent place to live for people of all ages. We do this by:

• Interweaving Arts, Community and Heritage to enrich the life of the area.

• Delivering our Artistic Vision with passion and creativity.

• Supporting many activities core to the quality of life of people and environment of the Glenkens.

• Driving economic and social regeneration of the area through championing the delivery of the Glenkens & District Community Action Plan.

The CatStrand Arts team delivers the CatStrand Artistic Vision, which has three key strands:

1. CatStrand Touring Arts - hosting high quality touring work and supporting the region's artists with a focus on theatre, dance, comedy, folk & traditional music, new music, jazz and classical music.
2. Cultural Glenkens - supporting locally led events, projects and workshops.
3. CatStrand Young Creatives – engaging and developing children and young people aged from 5 to 25.

The Holywood Trust

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This internship position will sit within our vibrant and exciting Young Creatives project and is funded by The Holywood Trust.





Overall Role and Accountability:

You will get practical experience in running an arts programme in a small venue. Which will leave you well placed to work in other venues and grow your career in Arts Management.

You will support the administration of CatStrand and Young Creatives programmes.

You will also support wider delivery of the Young Creatives programme, particularly in schools' engagement.

You will manage events and activities which take place as part of the CatStrand and Young Creatives programme and be supported to take on management responsibilities.

Through the internship you will have opportunity to research, programme, promote events aimed at young adults in Dumfries & Galloway, to be included in both the main CatStrand Arts Programme and the CatStrand Young Creatives programme. This could include gigs, film, workshops and creative sessions – whatever you think would appeal to a wide audience of that age.

We will hold an initial session with you to discuss your personal skillset and career growth aspirations. This will enable us to see if there are areas of work that you'd like to focus your experience with us around, or additional training opportunities that could support your work with us. We will then build this opportunity around your preferences as much as possible.

Your line manager will be the CatStrand Young Creatives Project Lead.

Responsibilities:

Administrative support.

- Updating event calendars and ticketing systems.
- Recording and reporting key event statistics
- Gathering feedback and evidence for funders.
- Updating young creatives registration database
- Collating key information from artists.
- Tracking payments for regular classes.
- Liaise with artists and freelance practitioners ensure events run smoothly.

Venue management

- Duty Management at events (after training).
- Running AV equipment for events (after training).
- Photo and video documentation of workshops and live events.
- Designing publicity materials.
- Co-ordinating publicity distribution.
- Manning the box office.
- Artist Liaison, ensuring accommodation, food and specific requirements are met.
- All other reasonable requests.

Arts Programming

- Development and coordination of a Live Events and Creative Learning programme for young adults aged 18-39 in Dumfries & Galloway. Including liaising with schools, colleges and other relevant organisations to recruit and promote the project, as well as with the CatStrand Arts team and their existing plans.
- Working with the Creative Director and Young Creatives Project lead to programme and coordinate events.
- Supporting the Young Creatives Project Lead in delivery of the Young Creatives workshops and classes.

Working hours:

- 21 hours a week (3 days).
- Some evening and weekend work will be required. There will be some flexibility around working hours and these may change depending on the section of the project you are working on. Overtime will not be paid but will be compensated by Time Off in Lieu (TOIL).

We expect the base case to be:

- 1 day a week working with the CatStrand Creative Director on the main CatStrand Arts programme including developing your own programme for young adults in Dumfries & Galloway.
- 1 day a week working with Young Creatives Project Lead on event planning and delivery.
- 1 day duty managing CatStrand Arts events & assisting the running of Young Creatives workshops.

Support:

The role will be supported by Peter Renwick, CatStrand Creative Director, and Catherine Campbell, CatStrand Young Creatives Project Lead. It is an employee position with full associated employment rights.

Person specification:

- Essential Available to work daily in the Glenkens, including occasional evening and weekend work by agreement.
- Essential: A keen interest in the Arts, both with respect to programming of events and of a potential career in Arts or Venue Management.
- Essential: Willingness to work with young people aged from 5-25 in all aspects of the CatStrand Young Creatives delivery.
- Essential: Own transport or ability to get themselves to the CatStrand in New Galloway for the working days.
- Essential: Able to accept responsibility for delivering the Arts Programming outputs to a high standard, with support.
- Essential: Able to work alone as single point of contact for the CatStrand venue, after training.
- Essential: A collegiate worker, able to work within the GCAT and CatStrand Arts ethos.
- Essential: Able to be a good brand ambassador for CatStrand Arts and GCAT in all public-facing roles.
- Essential: Aged under 25 (a funding requirement).
- Desirable: Knowledge of a network of arts performers and organisations to bring to the programming role.
- Desirable: A strong sense of the type of work they would like to deliver at CatStrand
- Desirable: The ability to get around the Glenkens independently.
- Desirable: Experience of creating social media content – photos and videos.

Details:

- Pro-rated Salary - £13,800 per annum (£23,000 Full Time Equivalent)
- 21 hours a week
- Payment monthly in arrears through payroll.
- PVG will be required prior to the contract being confirmed.

Timeline:

- Applications close: 24th April
- Shortlisting and selection process: Week of the 27th April
- Contract start date: 1st June 2026 (subject to successful PVG completion).

Application Process:

- Apply by email to catherine@catstrand.com by 21stth March
- Include your CV and a cover letter setting out your strengths regarding this job and your match with the Person Specification.

This role has been made possible thanks to support of CatStrand Young Creatives from The Holywood Trust.

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