Magic Me

Community Arts Traineeship

Recruitment Pack

Image: Holly Falconer

Part of Magic Me's Artworks Trainee Programme

Funded by the London Borough of Tower Hamlets and Foundation for Future London

TOWER HAMLETS

FOUNDATION FOR FUTURELONDON

KEY INFORMATION

Hours: 2 days per week, Mon - Tues

Dates: 5 June - 25 July 2023

Pay: London Living Wage - £11.95 per hour

Where: Magic Me's office, 26 Pott Street, E2 0EF (Bethnal Green) with project activity taking place in Waltham Forest

Requirements to apply: You must be a Tower Hamlets resident and over 18

ABOUT THE ROLE & PROGRAMME

The Community Arts Traineeship offers practical skills and experience supporting creative projects in your community through on-the-job training.

We are recruiting **a trainee project assistant** to work alongside Magic Me's Project Manager on a project called **Magic Moments.**

Magic Moments brings **sensory arts activities** to people living in Care Homes. You will assist weekly **creative workshops** taking place in two **older people's care homes in Waltham Forest**. Magic Me Artists, Georgia and Lily, are designing creative activities which use different materials to tap into more than one sense e.g. touch, sight, smell, hearing.

As well as hands-on experience, you'll get a mentor to help you think more about your future. We'll also help you with your CV and applying for jobs.

Photos from Magic Moments 2021

Although Tower Hamlets has **more than 130 arts charities,** employees do not reflect the borough's diversity. This programme is designed to address inequalities in the arts, so we are particularly looking for people who reflect Magic Me's local community in Tower Hamlets, **including people from minority ethnic backgrounds, and working class backgrounds.** The programme aims to empower local residents to begin their career in the arts.

Hear from our previous trainees, Chloe, Maryam and Shaz...

YOU WILL

- Work with **exciting artists**
- Work with **people living in older people's care homes** and **support them to take part** in creative activities
- Learn about the **Care Sector** and **work alongside Care Professionals**
- Gain **practical experience and skills** in project administration
- Work with a **mentor**
- Get support with **CVs and Job Applications**

LEARN SKILLS TO TAKE ANYWHERE

Here are just a few of the skills you will gain. See job description below for more details

Personal skills such as:

- Organisation, time management and meeting deadlines
- Working as a team
- Communicating with a wide range of people
- Problem-solving
- Setting and working towards goals

Professional skills such as:

- Project planning
- Evaluating a project
- Marketing and communications

WHY WORK AT MAGIC ME?

- **It's rewarding!** Make a positive difference in your community and help older people to enjoy being creative
- **Creativity!** Work on an exciting art project with professional artists
- We are a **small and friendly team** and your voice will always be heard
- **Additional training,** including working with people with dementia and safeguarding

ABOUT MAGIC ME

Our vision is a world without ageism, where everyone can enjoy their unique creativity and full potential

Founded in 1989, Magic Me pioneered intergenerational arts projects in care settings, bringing together older and younger people. In 2015, drawing on over two decades of expertise, Magic Me began to deliver projects focused on providing Care Homes with top-level arts experiences.

Find out more about our work here: www.magicme.co.uk
Follow us on @MagicMeArts

JOB DESCRIPTION

Here are some of the things you will do as a Community Arts Trainee. These are all skills we will help you develop, you don't need to have done anything like this before!

Working with Artists

- Come to meetings with artists to learn how to plan creative sessions for people living in Care Homes
- Keep in touch with project artists about what they need and order materials for sessions

Working with Care Homes

- Come to meetings with Care Staff to learn how to deliver a creative project in a Care Home environment

Administration and Communications

- Take registers in project sessions and keep a record of who comes
- Gather evaluation (e.g. numbers of people attending, quotes and feedback)
- Document the project by taking photos and videos
- Update Magic Me's website and social media

Supporting Care Home residents to take part in creative workshops

- Attend weekly creative workshops
- Support workshop set-up e.g. arranging tables and chairs, putting out art materials
- Build positive relationships with residents
- Support individuals in sessions and help them take part (e.g. helping someone who has limited use of their hands)
- Take notes on what happened, what could be improved, and what worked well

Working with people living with Dementia

This role will include working with people living with Dementia and would suit an individual who is able to offer an **accepting and understanding presence** when supporting workshops.

Dementia is a broad term used for a collection of symptoms that affect the brain. Doctors typically use the word ''dementia'' to describe common symptoms – such as memory loss, confusion, and problems with speech and understanding – that get worse over time. There are over 200 types of Dementia including Alzheimer's and Vascular Dementia.

Dementia can affect a person at any age but it's more common in people over the age of 65. People living with Dementia have the same needs as any other person, and feeling part of a community and valued is just as important for them as it is for anyone else.

Magic Me will provide an induction and ongoing guidance and support whilst working with people living with Dementia.

'Watch this 'What is Dementia?' short video by Alzheimer's Society
https://www.youtube.com/watch?v=fmaEql66gB0

"Magic Me has allowed me to realise that no matter who you are or what age group you come from, when collaborating with others, you can create the most unique and bespoke pieces of art!"

Magic Me Trainee

HOW TO APPLY

Click here to apply using the online form

DEADLINE: THURSDAY 11 MAY, 12PM

Interviews will take place at Magic Me's office in Bethnal Green on Wednesday 17 May. Each interview will be no longer than 30 minutes and if you are invited for interview you will be sent the questions in advance.

If you would like a friendly chat before applying please contact **Catherine Connell at Magic Me on catherineconnell@magicme.co.uk** or **07517 890 506.**