



## **Job Application Pack**

### **Project Guardians**

**April 2022**

We are looking for Project Guardians to support the running of Dreamachine, presented by NI Science Festival in partnership with Collective Act. Dreamachine is a new immersive experience, as part of UNBOXED: Creativity in the UK.

UNBOXED: Creativity in the UK will take place across Northern Ireland, England, Scotland and Wales. It will deliver a programme of ground-breaking new commissions with the ambition of providing unforgettable experiences and reaching millions, bringing people together and promoting creativity across the UK. Ten creative projects have been selected following an extensive R&D programme and rigorous assessment process to form UNBOXED's commissioned programme.

Led by Chief Creative Officer, Martin Green CBE, a new organisation, UNBOXED 2022 Ltd, has been established in Birmingham to curate, manage and promote the festival; working with strategic delivery bodies within each nation to devise, deliver and commission the programme. This investment comes at a time of need for sectors impacted by the global pandemic and will support the creation of work and jobs.

**July 13th and 14th in London and 20th and 21st July in Belfast - Paid training days.**

**Availability for these days is essential.**

**First Aid Training Days - 10th June, 1st or 5th July (One date required).**

**Friday 22 July - Sunday 4th September 2022.** Shift work with an average of 30 hours per week to include some weekend and evening work.

**Location:** Carlisle Memorial Church, Belfast

**Salary:** £13.00 per hour, equating to £23,660 annual salary with full time hours. Travel expenses

will not be included.

### **Outline:**

We are looking for a number of part-time and full-time Project Guardians to join our Belfast team on a fixed-term basis. This is an exciting opportunity to play a pivotal role in a powerful new immersive experience that offers visitors an entirely new way of connecting with themselves, and each other. Guardians steward visitors through the experience, providing key information and care that maximises engagement in this new art experience.

This role includes training. All Guardians must attend a training programme in Zone 4, London, on 14th and 14th July for which you will be paid. The training will include Disability Awareness and mental health first aid, along with an introduction to the experience and the related spaces. You will also be required to complete a full day of First Aid Training which will take place in Belfast.

We are committed to creating a positive and inclusive environment where everyone feels respected and free to work without fear of discrimination. We value diversity in our practice. We encourage applications from all backgrounds and do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status or disability status. We welcome applications from people requiring flexible working arrangements and from anyone with any professional or educational background.

### **Key Responsibilities:**

- Be welcoming to visitors throughout the experience and look for opportunities to engage them in the wider programme in an approachable, enthusiastic and professional manner
- Act as a champion for the experience, establishing a relaxed and safe environment that allows everyone to have the best and fullest experience possible
- Assist the front-of-house team with the visitor check-in process
- Introduce and guide visitors through the experience, this includes delivering briefings on the key safety messaging and the various experience zones
- Act as a champion for the experience, establishing a relaxed and safe environment that allows everyone to have the best and fullest experience possible
- Observe visitors during the experience, ensuring their comfort and safety
- Provide general information to visitors about the project and the building facilities

- Follow all health and safety, security and evacuation procedures; respond to incidents and emergencies in line with procedures, including acting as a project first aider
- Assist in the resetting of the experience zones throughout the day
- Raise any incidents relating to visitor experience and space maintenance as they arise, following agreed procedures for their resolution
- Assist and actively encourage visitors in using reflection tools to contribute to the project's research and legacy
- Contribute to short daily reports on visitors' experience and feedback
- Helping to maintain a positive, flexible and collaborative working culture
- Operating in accordance with company practices, policies and procedures including diversity and inclusion, safeguarding, employment, health and safety and equal opportunities
- Other duties as required

### **Access NI check**

We aim to provide a safe environment for all our visitors and staff. As this role will require you to work closely with members of the public, including vulnerable adults, you would be required to apply for an Access NI check if you were offered the role. This is in line with our Safeguarding Policy and is a key requirement of this role.

### **Person Specification:**

#### **Essential**

- A demonstrable commitment to delivering excellent visitor care - this can draw from experience from a range of sectors including arts, education, health, retail, hospitality, leisure or office environments
- Excellent, positive and friendly interpersonal and communication skills, and the ability to adapt approach according to differing needs
- Confidence in discussing new ideas; context and training on the themes raised in the project will be provided
- Demonstrable experience in taking the initiative, and the ability to pre-empt and support any visitor needs
- Ability to remain calm under pressure
- Strong collaborative skills with an ability to foster good working relationships in a small team and with a range of colleagues and stakeholders

- A commitment to, and understanding of, the principles of inclusion and diversity and how to apply them to your daily work

### **Desirable**

- Interest in participatory art projects and experience of helping to facilitate complex public activities
- Good knowledge of Health and Safety, safeguarding and accessibility procedures

### **To apply**

Please email [stephanie@nisciencefestival.com](mailto:stephanie@nisciencefestival.com) with 'Project Guardian Application' in the subject line and submit a recent CV and a cover letter outlining your suitability to the role, with specific reference to the person specification. Please also complete an Equal Opportunities Monitoring form alongside your application.

Equal Opportunities Monitoring form: [Link can be found here](#)

If you would like to discuss an alternative format for making an application please email [stephanie@nisciencefestival.com](mailto:stephanie@nisciencefestival.com).

Please state if you have a valid First Aid qualification.

**Deadline:** Friday 27th May 2022. Applications will be considered on a rolling basis and we reserve the right to close applications early.

This candidate search is being conducted by NI Science Festival Ltd. We may share your application details with our recruitment and project management partners. Job applications and personal details for unsuccessful applicants will be deleted within six months of receipt.

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