

# NEW WRITING NORTH



## **Job Description: 'Sky Writes' Coordinators (three posts)**

### **Length of Contract**

These roles are expected to begin in January 2021 and continue until January 2022.

### **Fee for the work**

£3000 (15 days at £200 per day), plus expenses per location. This fee is inclusive of all preparation and follow-up work. Payment will be made in two installments.

### **Background**

New Writing North and Sky Studios are working together on **Sky Writes**, a new talent development programme which seeks to identify and nurture television writers from under-represented groups who are based in the North of England. This is the first year of the programme, which we anticipate will begin in Spring 2021.

Sky Writes has been created to help diversify the pool of television writers in the UK. It will offer an introduction to writing for television for people from under-represented groups and under-served geographical areas in the North of England, with a particular aim to support people of colour and those from LGBTQ+, disabled and lower socio-economic backgrounds.

The initiative, managed by New Writing North, will seek to address commonly identified barriers for writers, including a lack of role-model writers who reflect under-represented characteristics; the scarcity of entry-level access opportunities for people writing for television; and the challenges of gaining insider knowledge about scriptwriting, development and commissioning faced by those outside the industry.

Sky Writes will launch in **Gateshead, Rotherham** and **Blackpool** in Spring 2021. In each location, the project will begin with a series of open-access sessions for those with little or no writing experience and progress to offer more in-depth professional development for those who are identified as having the potential to be successful television writers.

### **Sky Writes Coordinator**

These roles are pivotal to the success of the programme. The Coordinators will research and develop partnerships in three locations (one coordinator each in Gateshead, Rotherham and Blackpool) and work with the Writers in Residence (one in each location) to deliver programme content.

The Coordinators will set up taster sessions, masterclasses and workshops. They will be expected to promote the sessions to existing and new networks, working proactively to

recruit participants from under-represented groups. They will liaise with potential partners in the geographical locations, making new connections and securing suitable venues. They will be expected to attend selected sessions, providing help and advice to the participants and supporting the Writers in Residence as they create bespoke development activities.

### **Covid-19**

The intention is to produce as much of this project as possible through face-to-face work, when it is safe to do so. Due to the uncertainty around the Covid-19 pandemic, programme elements are subject to change, which may involve all or parts of the programme being delivered digitally. We may also need to make amendments to the programme schedule as we respond to the wider situation and follow the latest Government advice.

### **Duties and Responsibilities**

- To collaborate with New Writing North to find partner organisations in the three locations who will work with us to recruit participants and provide venue space.
- To lead on promoting the programme across a range of diverse communities and groups, using digital and social media, face-to-face meetings, conventional media and word of mouth.
- To work with New Writing North and the Writers in Residence on the selection process for the advanced stage of the programme.
- To organise the logistics of all programme activities, including identifying and booking venues and recruiting guest speakers, in collaboration with New Writing North and the Writers in Residence.
- To be the main point of contact for the participants on the programme, to get to know them and provide support for them.
- To attend taster sessions and a selection of the scriptwriting development workshops.
- To ensure the sessions are fully accessible and any barriers to engagement are reduced.
- To collaborate with New Writing North on potential digital elements of the programme, as required.
- To respond efficiently and promptly to New Writing North's requests for updates on the programme.
- To collect evaluation data and participate in programme evaluation.
- To work with New Writing North and the writers in residence to ensure participants on the programme have access to further networks and advice following its completion.

### **Person Specification**

- Project management experience, ideally within a cultural context.
- Experience working with community groups and managing partnerships.
- Evidence of an ability to think creatively and manage multiple professional relationships.
- A knowledge of arts and culture and an appreciation of contemporary writing for television.

- A dedication to working with us to address issues of representation amongst writers of colour and those from LGBTQ+, disabled and lower socio-economic backgrounds
- A sound knowledge of the North of England and, ideally, familiarity with the targeted geographical area in which you are applying to work (Gateshead, Rotherham or Blackpool).
- A strong understanding of producing digital content and events, and a willingness to embrace technology throughout the programme.
- A willingness to travel across the North of England.

### **Role management**

The Sky Writes Coordinators will report to the Senior Programme Manager (Writing and Awards) at New Writing North. The work will be largely home based, although the Coordinators will be expected to attend programme events and meetings with New Writing North (via video call or face-to-face).

### **How to Apply**

Please send the following via our submissions system by **12 noon on 6 November 2020**:

- A CV which includes two referees.
- A covering letter that includes a short statement about how you would deliver the programme, as well as explaining how you meet each point of the person specification.

### **Interviews**

Interviews with representatives of New Writing North and Sky Studios will take place during the week commencing 16 November 2020. It is expected that interviews will take place via video call.