

FREELANCE COMMUNITY PHOTOGRAPHER & PARTICIPATION OFFICER

Luton Council seeks a freelance Community Photographer & Participation Officer for *Our River**, a new participatory public art project in Luton.

Period of contract	10 weeks from the 23 July – 3 October 2021
Hours and days of work	3 days per week Hours are primarily self-directed in accordance with the requirements of the role with the following stipulation: <ul style="list-style-type: none"> From August 12 – September 4, one half day per week must be worked in the Departure Lounge Gallery in Luton between 1pm – 6pm on alternating Thursdays and Saturdays (one week Thursday, one week Saturday)
Fee	£160 per day to include travel and expenses
Benefits	Bereavement training provided
Location	From home and/or off site plus attendance at engagement activities and project meetings
Equipment	Own computer, phone with internet connection and DSLR camera (or similar) is essential and the fee payable is inclusive of the costs to own and operate such equipment.
Deadline	Applications close 11.59pm Sunday 18 July

PURPOSE OF ROLE

The Community Photographer & Participation Officer will contribute to the effective realisation of *Our River* by ensuring it captures a broad range of Luton residents.

We are seeking to appoint an individual with photography skills, own camera and strong existing Luton community networks. Professional photography qualifications/experience are not required, rather a passion for portraiture and the ability to connect with community members and capture this connection through the lens.

BACKGROUND

Our River is a new public art project in the form of a large-scale photomosaic on the Bute-street Mall Wall.

Curated by [The People's Picture](#), the photomosaic will feature 1000 images of Luton residents, commemorating those lost to the COVID-19 pandemic and celebrating the key workers that supported us and the moments of joy that got us through it.

Luton Council is delivering *Our River* with support from the European Regional Development Fund's Welcome Back Fund and The Mall Luton. It helps meet the Luton 2020-2040 Vision's *Transforming Lives through Arts, Culture and Heritage* goal, [Harnessing Momentum](#) the town's strategy for arts, culture and creative industries 2017-2027 and will form part of our new 10-year heritage strategy.

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ROLE CONTEXT

The goal of *Our River* is for the artwork to feature images from a broad range of Luton residents who have been affected by the pandemic in a broad range of ways. This includes photographs of those that have passed away during the pandemic, portraits of people who have lost a friend or family member, images of our key workers and photographs of the joyful moments of the past 16 months, such as the drawings of rainbows in our windows.

The artwork will be realised in both physical and digital forms. It will be installed as a large-scale piece of public art in the town centre (see page 5 for a mock up) and will also exist digitally as an interactive artwork. Similar to [this project](#), the digital artwork will enable people to click on the individual images and read the stories of the person, people or drawing featured.

[The People's Picture](#) will create a microsite for the project which will be used to communicate about the project and enable residents to submit their images and stories. The project will be publicised widely on social media and through council networks, encouraging people to get involved and submit their images.

We know from previous experience of creative engagement projects in Luton that we need to work deeply and directly with our communities to build trust in the project and to encourage people from our super-diverse range of cultures and communities to get involved. Therefore we are recruiting a Community Photographer & Participation Officer to take photographs of community members and support residents to submit family photographs. They will also support the appointed Community Participation Coordinator to identify people who have been affected by the pandemic and support them to engage with the project.

ROLE RESPONSIBILITIES

1. Photography and content creation

- Work with community groups and one-to-one with residents to capture their story and collect photographs. This will include taking portraits, supporting people to use the online platform as well as manually collecting stories and images and uploading to the platform on their behalf
- With the support of the Participation Coordinator, develop and deliver ideas for community photography activities, such as operating a drop-in photography booth in the Luton Mall
- Invigilate the project exhibition in the Departure Lounge gallery from August 12 – September 4. This will involve being present in the gallery half a day per week on alternating Thursdays and Saturdays during this period. Supported by the Departure Lounge intern, you will speak to gallery visitors about the project and be responsible for taking their portraits at the purpose-built background within the exhibition.

2. Participation and recruitment

- Support the Participation Coordinator to develop a list of target groups and routes for reaching a broad range of residents and to create a plan for engaging with groups and tracking progress
- Support the Participation Coordinator to build trust in the project amongst communities, including developing relationships with faith leaders, community leaders and voluntary organisations

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- As instructed by the Participation Coordinator, attend community forums and events to deliver presentations about the project, outlining the goals of the project, building trust and encouraging participation.

3. Administration, monitoring and evaluation

- With the support of the Participation Coordinator, use computer programs such as google sheets or Microsoft excel to track engagement and progress
- Work with the Participation Coordinator to set engagement targets and monitor progress
- Work collaboratively with the Participation Coordinator to develop a calendar of engagement activities and maximise opportunities to recruit participants
- Collect participant information in accordance with GDPR for use in evaluation activity.

4. Other

- Foster quality working relationships with all external agencies, organisations and services to achieve effective project delivery
- Operate in accordance with the values and policies of Luton Council
- Ensure a safe and secure working environment is maintained at all times with particular regard to the health, safety, equality and diversity, data protection and the welfare of customers, visitors, staff and yourself
- Contribute to the successful delivery of the overall *Our River* project
- Any other duties that are commensurate with the role as agreed with the Participation Coordinator and Cultural Partnerships Coordinator

TERMS

- Contractor agreement: This contract is offered on a freelance basis and the successful person will be responsible for their own NI, tax, pensions and all on costs.
- Period of contract: This is a fixed term contract for 10 weeks from the 23 July – 3 October 2021. Start date is Friday 23 July to coincide with the virtual project launch event
- Hours and days of work: The role is for approximately 3 days per week during this period. Hours will be primarily self-directed and in accordance with the requirements of the role. Attendance at project meetings and community events will be required and attendance at the virtual project launch meeting, tentatively scheduled for Friday 23 July is essential. From August 12 – September 4, you must work from the *Our River* exhibition at the Departure Lounge Gallery on Bute Street, Luton on alternating Thursdays and Saturdays between 1pm – 6pm
- Fee: £160 per day to include travel and expenses.
- Location: Ability to work from home and/or off site is essential. It will be expected that preparatory and administration activity is done from home/own office space whilst attendance at engagement activities at community and public spaces is essential. Meetings will be held over Zoom initially, progressing to in-person meetings upon agreement by all parties. The fee is inclusive of travel to these locations

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- **Equipment:** Own computer, phone with internet connection and DSLR camera (or similar) is essential and the fee payable is inclusive of the costs to own and operate such equipment
- **Team:** The Community Photographer & Participation Officer reports to the freelance Participation Coordinator under the guidance of the Cultural Partnerships Coordinator. The team will be overseen by the Head of Policy, Strategy and Partnerships, Luton 2040 and will work collaboratively with other council officers in the social justice team.
- **Other:** The successful person should have the right to work in the UK and have an adequate policy of insurance with reputable insurers to cover liability in respect of any act, neglect or default in the provision of the services and public liability.
- The successful applicant will be required to have evidence of, or be able to acquire a DBS check prior to beginning the role.

APPLICATION PROCESS

Applications close at **11.59pm Sunday 18 July**. Applicants must be able to attend a virtual interview on Wednesday 21 or Thursday 22 July.

To apply, please submit the following via email to peoplepowerpassion@luton.gov.uk by the closing date:

1. A copy of your CV including links to your photography portfolio. We are particularly interested in examples of any portraiture work
2. A covering letter of no more than two A4 pages, including the following information:
 - a) Examples of your experience in supporting community-engaged arts projects
 - b) Examples of your previous photography experience. This does not need to be professional experience. We are seeking someone with basic photography skills and equipment, but ultimately a passion for portraiture and the ability to connect with community members and capture this connection through the lens
 - c) Examples of any experience of building relationships and networks with communities, including people from low-income backgrounds, black, Asian and minority ethnic communities and/or children and young people
 - d) Why you are interested in this role including your understanding of the current creative and social landscape in Luton
 - e) Confirm you have skills and experience in using I.T. platforms such as online forms to submit images and stories
 - f) Confirmation of your employment status and if you are registered as self-employed, if you have the right to work in the UK, if you have a DBS check or are willing to get one and whether you hold/are willing to source suitable insurance.

Note: we are particularly interested to hear from applicants that are from or based in Luton and surrounds and/or are from black, Asian or non White-British communities.

Note: The filenames of all uploads must include the title of the post you are applying for and your name.

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Reference images

Note this is not the artwork we will develop (designs are for mock-up purposes only) and the concrete barriers at top of site will also be covered in artwork



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