

North
East
Arts
Touring

Placemaking Facilitator Recruitment Pack

Application Deadline: Wednesday 3 June 2026 @ 23:59

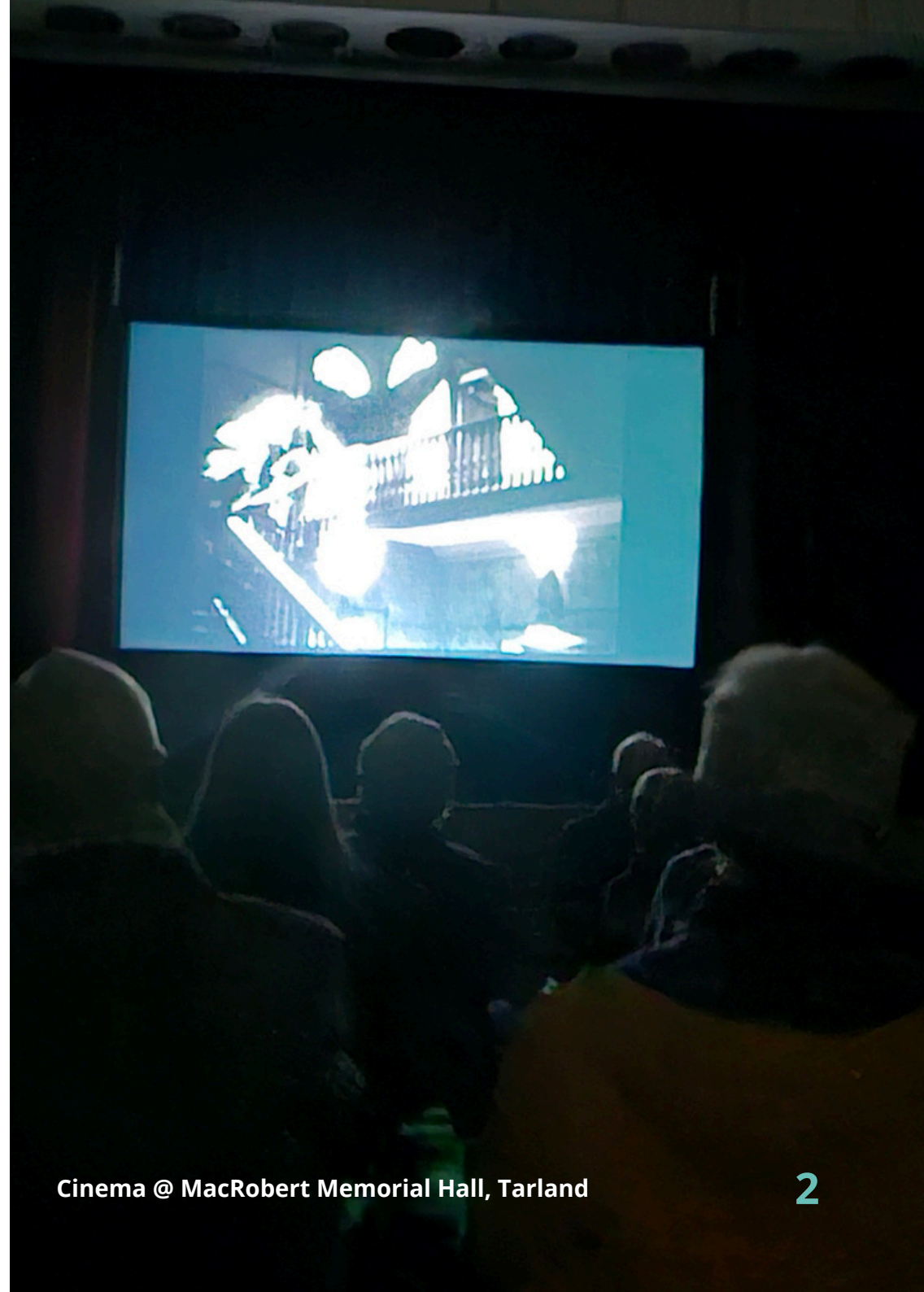


ABOUT NEAT

North East Arts Touring (NEAT), established in 1985, is an arts charity bringing live performances, cinema screenings and creative engagement opportunities to communities across the North East of Scotland, including Aberdeenshire, Moray, Angus and Aberdeen City. NEAT works primarily with rural and underserved communities where geography, transport and limited infrastructure can create barriers to cultural access.

Working through a long-established network of volunteer promoters, community groups and partners, NEAT supports the programming and delivery of cultural activity in local halls, community venues and non-traditional spaces. Our work includes live performance, community cinema, creative workshops, school-based programmes, festivals and creative learning and wellbeing projects developed in partnership with third-sector organisations and communities of interest.

NEAT is guided by a commitment to cultural democracy, equality, diversity and inclusion, and environmental sustainability. Our aim is to ensure cultural activity is accessible, relevant and shaped by the needs and aspirations of the communities we serve, while contributing to wellbeing, social connection and resilient places.



THE ROLE

The Placemaking Facilitator will help volunteers, audiences, and communities shape better cultural activity in their community through inclusive conversations, confidence-building, and collaborative working.

WHAT WE ARE FOCUSING ON

- Supporting volunteer promoters to build audiences for performances and screenings, including accessible events.
- Supporting promoters and/or community groups to run creative workshops delivered by touring artists alongside performances to deepen participation.
- Providing training and peer learning for promoters, community arts volunteers and creatives/artists.
- Helping communities make venues more accessible, inclusive, and environmentally and financially sustainable.
- Developing and delivering Festival of Darkness (Film Festival) and Mither Earth (Climate Film Festival)
- Capturing feedback to enable us to plan well and measure impact.

EMPLOYMENT DETAILS

- Work Location:** Based at The Barn, Burn O'Bennie, Banchory, AB31 5QA, with regular travel across North East Scotland; some home working will be considered.
- Salary:** £31,850 per annum.
- Contract:** One-Year Fixed Contract starting on 1 September 2026.
- Hours:** 35 hours per week (full-time). The role operates within NEAT's flexible working scheme, which may include some evening and weekend work. Additional hours are balanced through time off in lieu (TOIL).
- Report to:** Creative Director (CEO)
- Terms:** 28-day holiday, pension scheme
- Travel:** The role involves regular travel across the North East, with occasional travel across Scotland, the UK or beyond; use of own transport is essential, and travel outside normal daily office travel is reimbursed.



KEY RESPONSIBILITIES

- Mentor Volunteer Promoters to grow confidence and skills.
- Facilitate friendly, inclusive discussions about community needs.
- Use simple place-based tools to identify strengths and opportunities.
- Support creative workshops linked to touring productions.
- Encourage greener, more accessible venues.
- Capture insights to support NEAT's planning and impact measurement.
- Build positive partnerships with halls, organisations, communities and creatives.
- Assist the Creative Director and the wider team in delivering our activity programme, including supporting tasks related to funding applications.

PVG SCHEME MEMBERSHIP

This position is not currently a regulated role under Disclosure legislation, but should it involve regulated activities in the future, it would become a regulated role and therefore require membership of the PVG scheme



Positive Action Project

PERSON SPECIFICATION

Essential

- Experience in community engagement or facilitation.
- Able to support volunteers with varied confidence and skill levels.
- Strong communication and listening skills.
- Comfortable working in rural settings.
- Organised and reliable.
- Able to travel across a large rural area; use of own transport is essential.
- Using evaluation methods to measure impact and report outcomes to funders and partners.

Desirable

- Understanding of rural touring or volunteer-led arts.
- Experience with accessible and inclusive practice.
- Experience of community cinema or screening films
- Experience with creative workshops.
- Knowledge of sustainability in cultural settings.
- Experience of preparing, writing or contributing to funding applications.

HOW TO APPLY

To apply, please prepare an up-to-date CV and a short statement outlining how your skills and experience match the role.

Your supporting statement can be submitted in one of the following formats:

- A **written statement** of no more than two A4 pages, in Microsoft Word, Google Docs or PDF format.

OR

- A **short video** submission of 3–5 minutes, provided in place of a written statement.

Please ensure your submission clearly demonstrates your relevant experience and interest in the role.

What to upload as part of your application

- Your up-to-date CV
- Your supporting statement (either a written statement or a video submission, as outlined above)

You will then be asked to complete the following steps within the application form:

- **Enter details for two referees;** we will not contact referees without your permission.
- **Confirm your acknowledgement of the PVG Scheme Membership statement.**
- **Provide your contact details** and let us know about any access needs or adjustments you may require during the application process.
- **Complete the Equality Monitoring Form;** This will be emailed to you. It is submitted separately and is not used in the selection process.

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SUBMIT YOUR APPLICATION

If you would like an informal chat about the role or the application process, or to discuss any support needs, please contact Emyr Bell, Creative Director at emyr@neatshows.org.uk or 07790 032755.

INTERVIEWS

Date: Tuesday 30 June 2026

Locaton: The Barn, Burn O'Bennie, Banchory, AB31 5QA

ACCESS NEEDS:

NEAT's office is located on the first floor and does not have lift access. If this presents any barriers, we can make alternative arrangements for the interview. Please feel free to discuss any access needs with our Creative Director, Emyr Bell, emyr@neatshows.org.uk or **07790 032755**.

Interview format

- The interview will last approximately 45 minutes.
- You will be interviewed by a panel of three people.
- The interview will include structured questions and a single set task.
- There is no expectation to dress formally. Smart casual is welcome; the priority is that you feel comfortable and at ease.



Lighting Ridge (Catherine Wheels)
Garmouth & Kington Village Hall