



dreamachine

Guardian
Information Pack

COLLECTIVE ACT

About Collective Act

Collective Act is a producer of powerful large-scale participatory commissions. We create emotionally engaged, meaningful shared experiences that bring people together and transform the way we look at the world. We champion a collaborative and multi-disciplinary approach to producing new work, creating space for taking risks and the unexpected to bring ambitious ideas to life. We have a people focussed approach: our audiences and the artists that we work with are at the heart of all that we do.

Collective Act is a creative studio, and therefore all of our team, and our collaborators, are creative and flexible in their thinking: in the way we approach challenges, imagine solutions, test new ideas, take risks and work together, with and for our audiences. We are excited by and celebrate the alchemy of real collaboration, and we work with a rich and dynamic ecology of creatives, academics, freelancers, partners and festivals to produce high quality, powerful and participatory commissions. Our name is a verb, not a noun - Collective Act is a practice, and our work aspires to generate a sense of awe, wonder, and connection.

Equal Opportunities

Collective Act is committed to creating a positive and inclusive environment where everyone feels respected and free to work without fear of discrimination. We are an equal opportunity employer and 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. If you have any questions about our working environment please get in touch.

If you require this information in an alternative format and/or would like to apply for this role in an alternative format, for example via video if you are a BSL user, please get in touch to arrange this at hello@collectiveact.co.uk

Dreamachine

[Dreamachine](#) is a 5* interdisciplinary experience exploring the wonder of the human mind through architecture, neuroscience, technology, light and sound. A one-of-a-kind immersive work, Dreamachine has been created by Collective Act, in collaboration with Turner Prize-winning artists Assemble, Grammy and Mercury nominated composer Jon Hopkins, and a team of leading technologists, scientists and philosophers.

After a sell-out tour of the UK in 2022, we have created a pilot offering, [Studio Dreamachine](#), an intimate version of the experience as part of everyday life - a community asset, integrated deeply into the local area.

Guardians

Fixed Term contract to 30 September 2023 with the possibility of extension

Various contracts, part-time and full-time hours available

Application deadline:

If you are interested, please send your CV and a short cover letter as soon as possible as we will review applications on a rolling basis.

Application Deadline: Monday 31st July, 4pm

Interviews: tbc

Guardians

Collective Act is looking for **Guardians for Studio Dreamachine**, an immersive experience developed by an interdisciplinary team of artists, composers, technologists, scientists and philosophers. Conjured by a choreography of light and music, a colourful world unfolds behind participant's closed eyes, created by the power of their brain and completely unique to each member of the audience.

During our sellout UK tour last summer, many of our audience asked for the Dreamachine to be available permanently, as they found it offered multiple benefits to their mental health and wellbeing.

Studio Dreamachine is our first pilot into offering an intimate version of the experience as part of everyday life - a community asset, integrated deeply into the local area.

Our vision is to provide new ways to improve the wellbeing of all those who visit us. Not for profit, we've kept the prices as low as can to ensure as many people can attend as possible. We will be working with local Hackney residents and community groups to provide access to the experience for those who may benefit most: for social connection, creative practice, self reflection or relaxation.

The Guardian will work closely with a Lead Guardian to welcome and guide visitors through the Dreamachine experience, providing key information and care that maximises engagement and impact and supports visitor wellbeing. They will play a key role in ensuring that the live experience is welcoming and safe, creating a meaningful visitor journey for our audiences - so the role will suit someone who is engaging, with a sensitive and empathic approach to visitor care, who can think on their feet and who has excellent attention to detail.

We are particularly looking to meet people with a knowledge of and experience of working with communities local to Studio Dreamachine in Hackney.

The Guardian will be a welcoming and proactive individual, with previous experience in a customer-facing role. This experience may be drawn from a range of sectors including education, health, hospitality, leisure or office environments.

The successful candidate will be inspired by the mission and values of Dreamachine and will be driven to work as part of a collaborative team to ensure the deepest and most impactful experience possible for our audiences, with their care and engagement at the heart of all that they do. They will also be highly adaptable and self-motivated to work alongside a team of diverse minds from a wide range of backgrounds and approaches.

We are looking for someone who is pragmatic, welcoming and will be able to hit the ground running.

Please see below for a full job description and person specification.

HOW TO APPLY

Please send your application to at recruitment@collectiveact.co.uk

Application deadline:

If you are interested, please send your CV and a short cover letter as soon as possible as we will review applications on a rolling basis.

Application Deadline: Monday 31st July, 4pm

Your application should include:

- a short covering letter outlining your experience, your interest in the role and how you meet the person specification (no more than one side of A4);
- a detailed CV;
- references/referees' details from two current/former employers;
- a completed Equality and Diversity Monitoring Form, submitted as an online form via this link: [Equality and Diversity Monitoring Form](#) This form does NOT form part of the selection process.

If you would like to apply for this role in an alternative format, for example via video if you are a BSL user, please get in touch to arrange this at hello@collectiveact.co.uk

Please note we will only accept digital applications - hard copies will not be considered.

The information you supply will remain confidential. With the exception of the successful candidate, we will not retain this or any other personal information beyond the duration of the application process.

Collective Act is committed to creating a positive and inclusive environment where everyone feels respected and free to work without fear of discrimination. We are an equal opportunity employer and 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. If you have any questions about our working environment please get in touch.

Selection

The candidates who appear from their application to best meet the essential criteria will be invited to interview. It is therefore essential that your application gives a full but concise description of the nature, extent and level of the responsibilities you have held. The shortlisting criteria are detailed

under the personal specification. Please ensure that in your application you address each of these areas.

ACCESS

D/deaf and/or disabled applicants, and/or applicants who identify as of the global majority, and who meet the essential requirements of the person specification will be guaranteed an interview.

The Disability Discrimination Act 1995 defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.

If you consider yourself to be D/deaf, to have a disability and/or to be a person of the global majority and would like your application to be considered under this access scheme, please note this in your covering letter. Candidates who are D/deaf, have disabilities and/or are a person of the global majority are not obliged to disclose this information at the time of application.

Shortlisted candidates will be asked about their access needs at the point they are invited for an interview. Successful candidates will be asked about their access needs at the time of appointment.

JOB DESCRIPTION

Job Title	Guardian
Reports to	Lead Guardian
Contract Term	Fixed Term contract until 30th September 2023, with the potential for extension.
Hours	Part-time and full-time hours are available
Salary	£15.40 per hour. Travel expenses will not be included.
Location	The role is based at Hackney Downs Studios.
Annual Leave	The annual leave allowance is 20 days per annum plus public holidays
Pension	Employer contribution to the employee's pension with the workplace pension provider (NEST) of 5% of salary provided the employee makes a contribution of 3% of salary.

KEY RESPONSIBILITIES

The key responsibilities of the Guardian are:

- 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
- Champion representation, accessibility and inclusion across all Dreamachine activities, workspaces and communications
- Assist with the visitor check-in process if necessary
- Introduce and guide visitors through the experience, this includes delivering briefings on the key safety messaging and the various experience zones
- 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 evolution of the project
- 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
- Act as a keyholder as appropriate and required.

Flexibility:

In order to ensure the effective running of the studio a degree of flexibility will be needed by the post holder as they may be required to undertake tasks not specifically referred to above. Such duties however will fall within the scope of the job and this job description.

PERSON SPECIFICATION

The successful candidate will demonstrate the following attributes:

Essential

- A welcoming and proactive approach, with previous experience in a customer-facing role.
- 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