

Quay Words at Exeter Custom House Spring Season 2025 (March / April)



Young Writers' Programme

Writer/Practitioner Recruitment Pack



www.quaywords.org.uk
www.literatureworks.org.uk



Exeter
City of
Literature

United Nations
Educational, Scientific and
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Designated
UNESCO Creative City
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Spring 2025 Writer/Practitioner at Quay Words

Literature Works is delighted to announce an opportunity for an experienced freelance Writer/Practitioner to work with us at Exeter Custom House on the development and delivery of creative writing and live literature producing for young people. Quay Words is our year-round live literature programme at Exeter Custom House and we are ambitious to engage and inspire young people, empowering their creative voices and developing their skills.

Exeter Custom House is a historic building on Exeter Quayside owned by the charity Exeter Canal and Quay Trust (ECQT). It's been our great pleasure to produce the Quay Words programme in the building, 'exploring words and stories' since 2019.

Quay Words is a partnership between ECQT and Literature Works, the literature development charity for South West England. It showcases literature as an accessible and diverse art form and is central to Exeter's offer as a UNESCO City of Literature status.

We have an opportunity for an **experienced and well-connected local Writer/Practitioner** to work with us in March and April 2025 on delivering creative writing workshops for young people aged 16-19 years, simultaneously consulting with them about the Quay Words offer for young people. Our ambition is that the consultation will support young people to programme and produce elements of the programme in 2025-26. Our ideal Writer/Practitioner will bring together young people with an interest in creative writing and our expert knowledge of producing live literature at Exeter Custom House. The successful candidate will be engaged by Literature Works on a contractor/freelance basis as a facilitator for the term.

Aims for the role

To work with our team on delivering and developing an inclusive Quay Words offer for young people aged 16-19. We see this as a process, combining actual creative writing activity with consultation about young peoples' priorities for the programme:

1. Delivering creative workshops and other activities to support the development of young writers.
2. Alongside the creative activities, working with our team on a consultation that foregrounds young people's ideas for the programme in 2025-26
3. Working with the Literature Works team to support the realisation of those ideas, enabling young people to plan and programme elements of the Quay Words programme (writer events, creative writing workshops, open mics etc) from Spring 2025 to Spring 2026
4. Supporting opportunities to collaborate with our cultural partners at Exeter Custom House, ArtWork Exeter, on opportunities for young creatives.

Outputs

As a minimum, we envisage the contract taking a form equivalent to **five creative writing sessions, workshops or events and five consultation sessions**, either separately or as an extension of the workshops. Most of the activity will take place at Exeter Custom House, with potential for some to take place with young people at their college or school if deemed more impactful. You can call on our team to participate in the consultation as and when needed. We anticipate calling on some of your contracted time to discuss and agree the framework and dates ahead of the delivery period.

We are available to show the young people around the building, to talk about our experience of programming there and to share our expertise in live literature, at Exeter Custom House and elsewhere.

About you

You will be an experienced creative writer/practitioner with skills in both project management and the leading of creative workshops for young people based on stories and words. You will bring experience of leading consultation that supports people to explore their ideas and inspirations in a practicable way, grounded in the realities of time, location, budget. You will be confident and well-connected, able to communicate about the work to city wide partners, residents and local businesses. You will play an active role advocating for this work and promoting to your networks.

We are looking for someone with a demonstrable commitment to literature in the broadest sense: page-based, spoken word, storytelling or in other forms. Creative writing will be a major focus of your own creative work, but you will not necessarily be a widely published writer. More important is your knowledge of local networks and your track record of facilitating, developing and producing creative work with young people.

The practicalities: you will hold your own current public liability insurance. You will hold a current DBS Check.

Areas of Responsibility

The Writer/Practitioner will work closely with the Quay Words team to:

1. Support initial consultation and lead on preparatory outreach with schools and young people
2. Agree location, focus, timing, duration, outputs and aims of the activity
3. Devise and lead the programme of activity over a timescale that can be flexible, but which we envisage as weekly over a 5-6 week period
4. Support the promotion and marketing of the work, contributing website content and supporting social media activity

5. Always adhering to risk assessments and actively managing risk for the programme activity
6. Uphold and adhere to Literature Works' Safeguarding, Health and Safety and other relevant policies.

Contract terms

The Writer/Practitioner will be contracted to design, implement and deliver a programme of creative activity and enrichment for young people aged 16-19 over a 6 week period in March – April 2025. The Writer/Practitioner will be contracted to work in a freelance capacity.

The value of the contract will be £1,200 for the equivalent of 5 days (day rate £240, half day £120, hourly rate £30). Reasonable travel expenses will be reimbursed.

How to apply

The closing date for applications is 5pm on Wednesday 29th January 2025

Please send us an email with subject line **'Spring 25 Writer/Practitioner'** to quaywords@literatureworks.org.uk attaching:

1. A CV of no more than two pages, including the details of two professional referees who we may contact if we are considering making an offer. (We will not contact referees with giving you prior notification.)
2. A covering letter of no more than two pages, summarising your suitability for the role and outlining how you would approach it.

Applications may alternatively be submitted by video or voice recording that include the above detail. If you would like to have an informal conversation about the role, please contact us via email and we will get back to you.

TIMELINE

5pm, Wednesday 29th January: applications close

Thursday 6th February: successful applicants offered interview

Thursday 13th February: interviews take place at Exeter Custom House