

## **Doors Open Days Young Advisory Panel (YAP)**

February-September 2019

For ages 18-25; Equivalent 2hrs per week (flexible, remote); Ideally we will recruit one person per town/area as follows: Aberdeen, Inverness, Stirling, Pitlochry, Glasgow, Edinburgh

£600 fee

### **Project Overview**

In 2018 Doors Open Days was awarded a grant from the Year of Young People National Lottery Fund to enable its Young Advisory Panel (YAP) to create tailor-made guides for its events across Scotland. The idea is for the guides to highlight Doors Open Days events the YAP think will appeal to their peers aged 18-25 and for them to be presented in an appealing way.

The 6 YAP members will each lead on content for one of the 6 selected regions, picking out which Doors Open Days events they think will appeal to their peers. The full YAP team will work together on the design of the final guides and on the organisation of the project as a whole. Once the guides are created, YAP members will be paired up to test them out – so that eg. the YAP member for Inverness shows the YAP member from Glasgow the places included in their guide. This will form the content for video guides which will follow the YAP members on their journey around the different locations.

Designed by our original Year of Young People 2018 YAP members, the project aims to give young people the opportunity to plan and realise a project from start to finish, giving them as much autonomy as possible. Scheduled into the suggested timeline are meetings with experts in heritage, arts, design and marketing fields, giving the YAP members opportunities to meet with and learn from professionals, and to develop their skillsets. YAP members will also get to meet different regional Doors Open Days coordinators and make 'preview' visits to buildings they might include in their final guides. All aspects of the project will be the responsibility of YAP members who will be supported in monthly update meetings with the national Doors Open Days coordinator Nicola Godsal and the Glasgow Doors Open Days coordinator Molly Whawell. YAP members are expected to manage their own schedules, timelines and deadlines to make sure outputs are delivered on time and on budget. YAP members should be able to commit to participating in the project from February-September and to working approximately 2 hours per week.

*'Through changing young people's perception of heritage we hope that more young people will attend Doors Open Days. To do this they will go outside, explore, be active, connect to a broader community interested in arts, culture and heritage. We hope that the younger audience engaging with Doors Open Days Young Visitor Guides will have healthier and more active lives, both physically and mentally. Fostering a sense of belonging and understanding of place within Scottish cultural heritage, as well as encouraging participants to engage and investigate by being outside, being social (with actual groups or through engagement online with social media platforms).*

*Taking part in something bigger (learning about your local and wider Scottish heritage) will help improve mental health. For those of us on the Young Advisory Panel there will be a great sense of achievement to have taken part in this project and to be able to deliver interesting and different guides that appeal to people with the same or similar interests. We are really interested in Doors Open Days and want to open up the festival so that other young people can enjoy it as we have done and hope to continue to do.'*

## **Outputs**

The YAP are expected to work towards producing the following outputs:

- 6 printed guides highlighting Doors Open Days events taking place in different regions across Scotland
- A design template that can be used to create more guides in the future
- 6 digital guides to be hosted on the Doors Open Days website
- 6 video guides

There is a budget available for each of the outputs.

## **About Doors Open Days**

Doors Open Days is Scotland's largest free festival that celebrates heritage and the built environment. It offers free access to over a thousand venues across the country throughout September, every year.

The aim of Doors Open Days is to ensure that Scotland's built heritage, new and old, is made accessible to people living and visiting the country on weekends in September.

It is coordinated nationally by the Scottish Civic Trust and is part of European Heritage Days alongside Scottish Archaeology Month, coordinated by Archaeology Scotland. Both are supported by Historic Environment Scotland.

Area coordinators create and manage local programmes and work for a variety of local authorities, civic trusts and heritage organisations.

Glasgow Doors Open Days Festival is Scotland's longest running Doors Open Day event, coordinated by Glasgow Building Preservation Trust. Its extended programme includes over 100 open buildings as well as guided walks, events and a programme of talks, plus a dedicated children's programme.

In 2019 we'll be celebrating 30 years of Doors Open Days!

## **Who we are looking for**

We are looking for young people aged 18-25, ideally from 6 different regions in Scotland, to join our Doors Open Days Young Advisory Panel. YAP members should have good organisation and communication skills and an ability to work well as a team. Most of all, we are looking for young people with an enthusiasm for the mission of Doors Open Days and who want to champion their region and its architecture and heritage.

Applicants should

- be able to commit to completing the project (February to September inclusive)
- be able to commit to 2 hours remote working a week
- be willing to travel for full team meetings (travel costs are covered by the project)

## How to apply

To apply, please complete our online Google Form by the deadline **10<sup>th</sup> February**. You can choose to answer the questions by writing responses in the form, or by uploading a video no longer than 2 minutes long answering each of the questions.

If you have any access requirements, or are unable to access the Google Forms, please get in touch by **3<sup>rd</sup> February** and we will facilitate an alternative way for you to make an application.

## Further Information

Informal skype or phone call interviews may be conducted before the final YAP members are appointed. These will happen the **week beginning 11<sup>th</sup> February**. Final decisions will be communicated by **14<sup>th</sup> February**.

The fee for appointed YAP members will be paid in two instalments: Instalment one in week 21 and instalment two in week 35. YAP members will be required to log their hours through the course of the project, and to submit an invoice to Scottish Civic Trust for each of the payments. YAP members are responsible for any National Insurance Contributions or Tax payments due.

Doors Open Days website: [www.doorsopendays.org.uk](http://www.doorsopendays.org.uk)

Glasgow Doors Open Days website: [www.glasgowdoorsopendays.org.uk](http://www.glasgowdoorsopendays.org.uk)

## Contact details

If you have any questions please contact Molly Whawell at Glasgow Building Preservation Trust on 0141 554 4411.



SUPPORTING

year of young people  
bliadhna na h-òigridh  
2018



GLASGOW  
DOORS  
OPEN DAYS  
FESTIVAL



## Draft Timeline

For corresponding dates refer to calendar.

Week	Activity
9	<a href="#">First meeting</a> with national DOD coordinator and Glasgow DOD coordinator Researching past DOD programmes
10-12	Researching past DOD programmes Researching other festivals/guides
13	Meet Scottish cultural magazine marketing department (tbc)
14	Meet Design by Zag to discuss printed guides Planning timelines & schedules
15	Meet Newspaper Club & Risotto to explore print options
16	<a href="#">April update meeting</a>
17	Liaising with regional coordinators to find out about 2019 events
18	Meet Videographer
19	Meet Glasgow Doors Open Days Festival coordinator for update on programme
20	Meet other regional coordinators, preview visits to buildings
21	<a href="#">May update meeting</a>
22	Create copy for guides Create brief for designer, signed off by coordinators
23	Meet with copywriter
24	Final copy sent to designers <a href="#">June update meeting</a> Plan 'test' visits for videos
25	Create brief for videographer
26	Any changes returned to designers Liaise with printers
27	Meet SCT marketing department Create marketing and distribution plan
28	Final guides to be signed off by coordinators Send guides to print
29	Regional 'test' visits with videographer <a href="#">July update meeting</a>
30	Regional 'test' visits with videographer Distribution of printed guides Marketing content creation
31	Videos being edited Guides distributed Marketing content creation, scheduling posts
32	Videographer any changes to edits Videos signed off by coordinators
33	<a href="#">August update meeting</a> Videos available online
34-35	Marketing content creation Schedule posts
36-40	Doors Open Days across Scotland

# 2019 Calendar

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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May	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr
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