

projectart works

Job Description: Creative Programme Coordinator

This is a job description and as such will form part of the contract between the Creative Programme Coordinator and Project Art Works.

1. Employer: Project Art Works

2. Hours per week: 24 hours per week, working pattern to be agreed.

3. Salary: £16,216- £18,162 (FTE £25,000- £28,000 dependant on experience) plus 5% pension contribution

4. Contract: Permanent

5. Place of work: The principal place of work for this post is the office of Project Art Works at Arch 3, Braybrooke Terrace, Hastings. The Creative Programme Coordinator may also be required to travel to other locations.

6. Outline

Project Art Works is a collective of neurodiverse artists and activists. Our programmes evolve through creative practice and radiate out to awareness raising in the cultural and care sectors, promoting more diverse representation in programming and relevancy for audiences.

We disseminate the work of neurodivergent artists and makers through a wide range of projects, exhibitions, co-commissions, films, publications and digital platforms, increasing neurodiverse representation in programming, and deepening understanding and visibility. Project Art Works is an Arts Council England National Portfolio Organisation.

7. Duties and responsibilities:

We wish to appoint a Creative Programme Coordinator to join our dynamic and committed team. The post will be line managed by the Artist Development Lead and will work closely with the Creative Director, CEO/Artist Director, Creative Programme Manager, Artist Development Lead and the artist team.

The role is to assist the Creative Programme Manager, Artist Development Lead and artist team on delivery of the in-house supported studio programmes *Art Freedom Care* and our children, young people and family programme, *Art Breaks*.

Duties include:

- Assisting with administration of [Art Breaks](#), the children and young people's programme, including timetabling, collating data and reviewing evaluation
- Supporting the administration of the [Art, Freedom, Care](#) programme, the in-house adult programme, including creating and updating registers, collating data and developing accessible information.

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- Ensure consent forms, evaluation forms and other funding related monitoring is undertaken, recorded accurately and accessible to the wider organisation
- Identify and implement systems to improve and streamline processes
- Support the CPM and ADL with volunteer coordination
- Assist with the introduction of supported volunteering and the administration of volunteer recruitment and induction.
- Assist with social media, website updates, taking notes from meetings, resource finding, as required across our in-house programmes including the [Support Collective](#).

8. Person specification and experience

You must be able to demonstrate a genuine interest in the Project Art Works' ethos and programme. You will be an excellent team player and able to work under pressure in a busy office. You will have:

- empathy, patience and an open mind
- a calm and methodical approach to your work
- an understanding of the social model of disability
- a thorough and proactive approach to your work
- good writing skills and able to write clearly for different audiences and media formats
- competency across office IT programmes
- experience using social media platforms including Facebook, Twitter, Instagram, YouTube, Vimeo, Mailchimp.

Desirable

- experience working with people with complex needs (people with learning disabilities, behaviour that challenges systems)
- lived experience or an understanding of health and social care relating to supporting disabled people
- experience in visual arts creative practice
- experience working with Wordpress CMS
- experience user of Apple Mac
- driver with clean licence.

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How to apply

Please send your application to info@projectartworks.org with 'Creative Programme Coordinator Application' in the subject by Friday 27 August 2021.

You need to include:

- A written application with examples how you meet the personal specification/experience that are relevant and demonstrate your ability to fulfil the job description
- Your CV
- A completed monitoring form.

As an organisation working towards greater inclusion, we particularly welcome applications from under-represented groups (people of colour, LGBTQ+, economically disadvantaged people).

We offer a guaranteed interview scheme to anyone with protected characteristics and can refund any travel expenses relating to interviews.

