



## **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:** 16 hours per week, working pattern to be agreed.

**3. Salary:** £10,810 - £12,108 annual gross (FTE £25,000-£28,000 dependent on experience) based on a 16 hour per week contract, to be worked in the office.

**4. Contract:** Permanent

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

### **6. Outline**

Project Art Works is a neurodiverse collective of 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 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 our established and emerging supported studio programmes for adults, young people and children.

Duties include:

- Assisting, with the potential to lead, on the administration and organisation of [Art Breaks](#), the children and young people's programme, including timetabling, communicating with families and carers, providing accessible information to participants, providing information to the team, collating data, collecting and reviewing evaluation.
- Supporting the administration of the young people's and adults' programmes, including creating and updating registers, collating data and developing accessible information.
- Scheduling planning and training days for freelance artist teams
- Track and respond, with the support of the team, to enquiries
- Identify and implement systems to improve and streamline processes
- Assist with the introduction of supported volunteering and the administration of volunteer recruitment, induction and coordination across the organisation.
- Support applications to open calls and other public-facing artist opportunities
- Support scheduling of visits for potential volunteers, project partners and new artists
- Work closely with the Operations Coordinator to ensure all programme data is collected and up to date.

## **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:

- Experience working with data and drawing out patterns
- empathy, patience and an open mind
- a calm and methodical approach to your work
- an understanding of the social model of disability
- an organised, 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

### **Desirable**

- experience creating accessible information or communicating with people with a variety of needs
- 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
- experienced user of Apple Mac
- driver with clean licence.

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## How to apply

Please send your application to [info@projectartworks.org](mailto:info@projectartworks.org) with 'Creative Programme Coordinator Application' in the subject by 29<sup>th</sup> May 2026.

The role is subject to an enhanced DBS, professional references and we follow Safer Recruitment procedures so require applicants to complete the below form.

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
- If you prefer to submit a video or audio recording or up to 5 mins in length, please email s link to this to [info@projectartworks.org](mailto:info@projectartworks.org)

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 if travel costs are a barrier can refund any travel expenses relating to interviews.