

## Artspace Coordinator Job Description

### Responsibilities

- Work with Artspace Director to review existing creative/core programme.
- Develop creative/core programme and steering group. Create time frame for delivery and communicate to Artspace members and relevant others. Attend Steering Group meetings; contribute as applicable, minute clear action points and agree tasks to be undertaken with Artspace Director.
- Work with Artspace Members, Volunteers, Freelance Staff and Director to deliver in-house and small scale external events as agreed with Director. Evaluate and report on events.
- Attend Artspace Outreach meetings; make links where applicable to creative programme, minute clear action points and agree tasks to be undertaken with Artspace Director.
- Develop the Artspace bi-monthly newsletter to be approved pre-issue by the Director; collect news stories from studio holders and members, collate and distribute to mailing list.
- Review and amend public documents as required in line with company developments; membership and studio packs, room hire documents and project or contact information in conjunction with the Company Secretary and Finance Manager.
- Maintain and expand Artspace mailing list.
- Maintain Artspace website, review and increase opportunities for online social networking for the organisation and blog based websites linked into creative and outreach programmes.
- Act as a 'first point of call' for Artspace. Check Artspace email address and Arts Development mailing list. Respond to any immediate enquiries; refer strategic emails to Artspace Director and membership enquiries to Company Secretary and Finance Manager.
- Develop with partners, deliver where required and attend local and regional artist networking events as advised including Emerge Network, Red Teapot and any a-n events in the region. Advocate on behalf of the organisation, promote membership and provide updates about any current events or projects as applicable.
- Produce and distribute marketing and PR information about the organisation to the city, region and UK as required.
- Provide updates on activity to Artspace Director and Company Secretary and Finance Manager during weekly team meetings.
- Provide assistance and support to the Artspace Director and Company Secretary and Finance Manager on occasion as required and agreed with the staff team.

## **Person specification**

- At least 18 months experience in a similar role (essential)
- Computer literacy including email, Word, and Excel (ideally PC and Apple Mac systems) (essential)
- A willingness to undertake necessary training (essential)
- Proven organisational and time management skills (essential)
- Attention to detail (essential)
- Ability to communicate clearly and effectively in writing (essential)
- Self-starting, able to work on own initiative and as part of a team (essential)
- Excellent interpersonal skills (essential)
- Friendly and efficient communicator (essential)
- Knowledge of local, regional and national funders (essential)
- Fundraising experience (preferred)
- An affinity with the arts – in and for Coventry and its residents (preferred)
- The ability to use design and edit packages such as Photoshop, InDesign and Publisher as required (preferred)

## **Salary**

£17,500 pro rated for two days per week. The salary will be reviewed at the end of the employment period.

## **Contract period**

A part-time fixed contract running from 4<sup>th</sup> January 2010 – 29<sup>th</sup> March 2010 representing three working months. During this time the tasks, number of hours required by the role, and post-holder's performance will be reviewed in line with the company's requirements and financial security.

## **Appointment, purpose and responsibility**

The post-holder will be appointed by, and will be responsible to, the Artspace Director and Board of Trustees, reporting to the Director monthly, the Board as required and at any other times as reasonably requested.

## **Hours of work**

The salary is based on a working week of 14 hours. There is no provision for overtime. The post-holder will be based at Artspace and off-site as required from 10 am – 6 pm on Tuesdays and Thursdays unless otherwise agreed with the Artspace Director (for the provision of cover) or the Board for all other reasons. The ability to work out of normal hours to attend events is required.

## **Holidays**

The entitlement is 13.2 days per annum including public holidays, or *pro rata* for incomplete years.

## Company Background and Information

### **About Artspace**

Coventry Artspace is a Limited Company and registered charity. We are an independent, artist-led facility, which exists to promote, strengthen and support visual arts practice within the City of Coventry for the benefit of its residents.

The company provides a range of creative, partnership and outreach opportunities for and on behalf of the city, with an ever increasing remit. The Artspace building houses 14 studios, shared community facilities and workshop areas used by over 115 members and 500 participants every year. More information about the activities and facilities that can provide can be found at:

[www.coventry-artspace.co.uk](http://www.coventry-artspace.co.uk)

### **How we work**

The organisation currently operates with 1.8 part time members of staff and a voluntary Board of 5 Trustees. Laura Elliott is Artspace Director and Jackie Stevens is Company Secretary and Finance Manager. Laura has overall responsibility for the management of the company and reporting to the Board. This is a strategic role, leading on creative direction, partnership development, fundraising, staff management and contract delivery. Jackie Stevens is responsible for company administration and management of the building.

In addition to our in-house staff we employ a range of experienced freelancers as and when required to develop and deliver strategic, creative and outreach activities.

### **About the Co-ordinator role**

We are seeking a dedicated new member of staff to support the Director's role and create further cohesion across our strategic, creative and outreach programmes. A significant aspect of this role will focus on advocating for the organisation, operating across programmes internally and externally and communicating this effectively to artists, audiences, press, partners, funders, community representatives and the general public.

We are seeking an ambitious and motivated individual, capable of working independently and as part of a team, who can generate excitement about our organisation and help to further embed our work in, and serve the local and artistic communities.

## Application Information

### Application Requirements

Applications should be made via covering letter with a current CV including two referees and sent to:

Laura Elliott  
Coventry Artspace Limited  
16 Lower Holyhead Road  
Coventry  
CV1 3AU

Or [Laura@coventry-artspace.co.uk](mailto:Laura@coventry-artspace.co.uk) with the subject title: Co-ordinator Post Application

Applications without referees will not be considered. Please note that feedback will not be made available to unsuccessful applicants.

### Interviews and more information

Interviews will be held on Wednesday 16<sup>th</sup> December and invited applicants will be interviewed by a panel of Artspace staff, Board and artist members.

To discuss this opportunity in more detail, please contact Director Laura Elliott on 07982 708694 or [Laura@coventry-artspace.co.uk](mailto:Laura@coventry-artspace.co.uk)

**The deadline for applications is Midday on Wednesday 9<sup>th</sup> December**