



APPLICATION PACK

CREATIVE PROGRAMME COORDINATOR

FEBRURARY 2019



Thank you for requesting an information pack on our current vacancy here at NAE. I hope after reading through the pack you feel that you would like to proceed with submitting an application.

New Art Exchange (NAE) has a mission to stimulate new perspectives on the value of diversity in art and society.

Our philosophy here at NAE is to think and deliver the 'New' - from championing unheard voices and talents, to instigating new enterprises, ideas, creative solutions and collaborations on both a local and global scale.

As the world's economy, political power, technology and environment shifts, NAE aims to position itself so it is proactive in instigating and creating new markets and opportunities for creative enterprises and entrepreneur's artists, audiences and communities.

Join us to create a better place...

Skinder Hundal
Chief Executive



CREATIVE PROGRAMME COORDINATOR
PART-TIME: 3 DAYS/WEEK PLUS REGULAR SATURDAY MORNINGS
£17,000 - £20,000 PRO RATA

New Art Exchange (NAE) is looking for a confident, enthusiastic, flexible and artistically knowledgeable individual to join our team and provide the highest quality support to the creative programme.

The Creative Programme Coordinator will work with the Director of Programmes and various Creative Programme Producers to curate, project manage, administrate and facilitate central gallery exhibitions and a wide range of events including artists talks, community festival days and live performances with a specific responsibility for overseeing our Saturday Art Club family sessions, our Holiday Programme workshops for young people and our VIP Volunteer Programme.

Candidates should have a passion for art, culture, talent development and broadening access for the arts across audiences. The post will suit those looking to build on this foundation and their exiting experience of working within art and culture to consolidate a career path in arts administration, curation/programming and audience development.

NAE announced a significant uplift to our core Arts Council funding in 2018 helping to establish the organisation as the leading venue in the UK for culturally diverse arts. The post holder will therefore join the organisation at an exciting time, helping to expand and deepen the value of our work.

Please read the personal specification and full job description before applying as this should guide your application.

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Application packs can be downloaded from: <http://www.nae.org.uk/page/jobs/26> or contact NAE on 0115 924 8630.

Application deadline: Sunday 3 March 2019 (midnight). Applicants shortlisted for interview will be notified promptly, and **interviews will take place at NAE on Thursday 14 March 2019.**

www.nae.org.uk



JOB DESCRIPTION

POST TITLE: Creative Programme Coordinator

SERVICE AREA: Creative Programme

GRADE/SALARY: £17,000 - £20,000 pro rata – 22.5 hours (3 days) per week, plus a regular 3.5 hr Saturday morning shift during exhibition seasons

DAYS/HRS: Core Days: Wed - Fri with a regular evening shift for events
Saturday Art Club: Regular Saturday mornings during exhibition seasons.

DATE: February 2019

RESPONSIBLE TO: Director of Programmes & Creative Programme Producers

RESPONSIBLE FOR: Supporting the Director of Programmes and the creative team in the development and delivery of NAE's creative programme with a focus on the public programme of events and audience engagement projects.

PURPOSE OF JOB: The Creative Programme Coordinator will be knowledgeable regarding NAE's exhibitions, artists and audience priorities in order to engage the public with our work and to lead on the curation of select events, audience projects and Central Gallery exhibitions. They will work within the creative team to support the administration, development and delivery of NAE's creative programme with a significant focus on the public programme of events which includes festivals, symposiums, gallery tours, film screenings, debates, artistic performances and community and family activities. They will lead on the development of NAE's Volunteer programme and will supervise the work of volunteers.

1. Lead on the preparation and take-down of events and to event co-ordinate. Event Co-ordination includes managing event-specific A/V technicians, supervising the work of Front of House staff and volunteers, setting out the event space, supporting performers, introducing the event and being present throughout, problem solving and evaluation.
2. Attend creative planning meetings and contribute to the development of NAE's creative programme.
3. With guidance and direction from Programme Producers and Director of Programmes to curate and project manage a number of Central Gallery exhibitions, seasonal events and

audience engagement initiatives which support NAE's artistic and audience development objectives.

4. To facilitate forums, collectives or meetings with a variety of community groups with the support of the Programme Director and/or Producers, with the aim that this work will shape new ideas for future NAE project and event activity.
5. Oversee the delivery of young people's Holiday Programme sessions and Saturday Art Club family sessions, supporting the lead artist in their creative activities and ensuring a positive experience for participants.
6. Support the Director of Programmes with exhibitions and creative programme related research, administration and general organisation.
7. With guidance and direction from the Creative Programme Technical Manager, to practically install Central Gallery exhibitions and support touring exhibitions activities including wrapping, condition checking and storing artworks.
8. Lead on the administration and creative presentation of retail products inc. pricing and labelling.
9. Support NAE's audience research strategies and to conduct evaluation and data collection processes required by key funders.
10. Be knowledgeable regarding each NAE exhibition and to lead gallery tours/group sessions in the gallery. Build new partnerships across the city which promote NAE as a destination for group visits
11. To lead on the delivery and development of NAE's Volunteer Programme (recruitment, inductions, rotas) and to seek new ways of developing and improving the Volunteer Programme.
12. To lead volunteers during events (where required) and to support Volunteers with their personal development by providing them with projects relating to your work.
13. To invigilate the gallery (when required) enhancing the visitor experience.
14. To facilitate and special projects that may develop through new funding initiatives.
15. To be willing to work Saturdays, 9:30am-1pm, during exhibition periods (approx. 40 weeks/year) for the delivery of Saturday Art Club.
16. To be willing to work evenings and weekends for event and project delivery (approx. 1 evening or weekend shift/week, event shift typically end between 8-10pm).
17. Attend occasional meetings and training sessions which may take place outside normal working hours and outside of the city (occasional overnight stays may be required).
18. Work within the context of NAE's Equal Opportunities Policy both within the delivery of service and treatment of employees.
19. Carry out other duties commensurate with the role that may from time to time be identified by the Line Manager.

SPECIAL FEATURES/PROVISIONS

- (1) New Art Exchange expects the conduct of the highest standard from our employees, and confidence in his/her integrity would be shaken if the least suspicion, however ill-founded, were to arise that he/she could be influenced by improper motives. Employees should treat with extreme caution any offer or gift, favour or hospitality, made to him/her personally. Gratuities of any kind should not be accepted in the normal discharge of duties.
- (2) A proportion of the post-holder's responsibilities will include evening and weekend work plus working on bank and public holidays.

This Job Description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result the Authority will expect this job description to be subject to revision.



PERSON SPECIFICATION

POST TITLE: Creative Programme Coordinator

DATE: February 2019

QUALIFICATIONS:

1. Educated to Further Education (FE) level: Essential
2. A degree, or HE qualification in an arts related subject: Desirable

EXPERIENCE

3. Minimum of 1 year experience in a project management and administration role in a pressurised environment requiring tact, judgment and discretion in handling internal/external contacts: Essential
4. Minimum of 1 year experience of developing and project managing creative arts projects, events, exhibitions or engagement programmes: Desirable
5. Demonstrable experience of working with and having an appreciation of the needs of racially and culturally diverse communities: Desirable

SKILLS, KNOWLEDGE & ATTITUDE:

6. Enthusiasm and willingness to tackle a wide variety of tasks and to work in a practical and hand-on manner: Essential
7. A good knowledge of contemporary art practice and the ability to articulate artistic themes in a clear and informative manner, both verbal and written: Essential
8. Strong IT skills. Able to present digital work in a clear and effective way: Essential
9. Commitment to Equal Opportunities: Essential
10. Ability to meet tight deadlines and to prioritize work: Essential
11. Ability to work on own initiative: Essential
12. Ability to communicate with people at all levels: Essential
13. Willingness to work evenings/weekends, or on occasion, to work away from home: Essential

NB: The above specification defines the minimum essential requirements of the job, but New Art Exchange will have regard to the Disability Discrimination Act and will make "reasonable adjustments" to help applicants with a disability achieve these standards. Compliance with all the requirements of the job description and person specification does not guarantee an interview. It may be necessary to use additional criteria at the shortlisting stage.

TERMS AND CONDITIONS

Salary

The salary for the post will be awarded within the range of £17,000 - £20,000 pro-rata depending on experience, and is paid on the 25th of the month in arrears.

Working hours are part time, 22.5 hours per week, plus regular Saturdays

Holiday/Annual Leave

The annual holiday/leave year begins on 1st April and ends on 31st March. The annual leave entitlement for full time employees is 25 days annually, plus bank holidays. Holiday allowance will be on a pro rata basis for part time employees.

Employee Pension Scheme

NAE offers an attractive contributory auto enrolment pension scheme to which the successful applicants can be admitted. The scheme is not compulsory and employees can opt out if desired. During the 2018/19 financial period the contribution elements are 2% from the employee and 3% from NAE.

Equal opportunities

NAE is committed to equality of opportunity for all and to taking positive action where appropriate and practicable to promote such equality of opportunity and, where necessary, to institute measures to combat disproportionate under representation of minority groups within the organisation's composition and/or activities. NAE will monitor recruitment, employment and promotion, associations and partnerships, advertising, audiences, productions and other activities where practicable.

NAE intends to ensure that equality of opportunity is afforded to all employees. No job applicant or employee will be discriminated or disadvantaged in securing and retaining employment, training or promotion in their employment or in the provisions of services on the grounds of age, appearance, caring responsibilities, caste, class, gender, HIV status, immigration status, long term illness, marital status, physical or mental ability, political beliefs, religion, race/ethnicity/nationality, sex orientation, trade union activity or unrelated criminal conviction.

We will endeavour to install and maintain a neutral working environment where no employee feels under threat or intimidated. Breaches of the policy will lead to a disciplinary investigation and possible disciplinary action.