

Arts Administrator/project coordinator

Blueprint Arts deliver outdoor arts, filmmaking, theatre and multimedia projects and courses and arts/cultural festivals for and with a range of communities, organisations and education establishments. We aim to inspire people from disadvantaged backgrounds, to address social issues, to help enrich people's lives, to increase access to creative media and to strengthen communities through the arts.

We are looking for an organised, resilient and dynamic person who can support and organise a range of projects, festivals and courses that we deliver throughout the year in both London and Kent. Our ideal candidate will be someone who is passionate about participatory arts and believes in the transforming power of the arts for individuals and communities. You will be adept at working independently with initiative as well as confidently contributing to a small team. With the recent remote-working, it is vital the candidate has a strong and disciplined work ethic. If this is you, we'd love to hear from you.

Role Details

Responsible to the Creative Director

This role is an apprenticeship with the view to becoming a full time position and we will train our successful candidate accordingly. We are a small team and you will be a big part of it, therefore we are looking for someone who really wants a career as an arts administrator/project coordinator

Projects

The Arts Administrator/Project Coordinator will be working on all of the below projects and any additional projects that arise over time.

Creative Ways into Work - Funded for three years by Reaching Communities this project uses filmmaking as a tool to help develop disadvantaged young people's employability skills followed by supporting them into employment/further training

Flix - Our film screenings project is open to all age groups including young people, families and the elderly. The project engages participants in the planning, development and delivery of a free film screenings programme for their community.

Heritage - We are currently developing our heritage program that explores the hidden history of a specific location/community followed by a programme of interactive and multi-disciplinary workshops, events and activities to share and celebrate local history with the local community. Our previous Heritage projects have included the development of an App, that allows users to participate in an interactive, heritage walking tour

Japan Festival - Previously a successful festival in our old base in Lincoln we are developing a new festival in Ebbsfleet in Kent. The project celebrates the arts and culture of Japan, with local communities, through workshops, performances, film screenings and events.

Salary

Full Time Position

Starts at apprenticeship wage £4.15 per hour. Depending on age and experience this could be increased.

General Duties and Responsibilities

- Work with the Creative Director to help design and coordinate our projects, festivals and events.
- Design, organise and continually update suitable databases for projects, partners, participants, freelancers, monitoring etc.
- Carry out the purchasing/hire of materials, equipment and services for all projects and courses
- Contribute to the development of workshop materials for our projects (E.g. Arts Award documents and lesson plans)
- Contribute to developing, writing and reviewing reports and evaluation documents and materials
- Support in recruiting artists and other freelancers for projects
- Recruit, organise and support volunteers including the development of learning plans where necessary
- Recruit organise and support participants and other beneficiaries on projects
- Contribute to the strategic development of the company, for example, seeking out potential opportunities and partners
- Assist with the longevity of the company to include support with funding bid writing and helping to develop company plans and milestones
- Contributing to our policies and procedures and support with updating these in line with government and other official guidelines and changes in national guidelines and policy
- Contributing to copy writing and regular update of blogs, website and social media
- From time to time, the project coordinator may be required to communicate with Funders

Monitoring and Evaluation

- Contribute to the development of relevant monitoring strategies and responsible for developing documents and/or other monitoring materials
- Ensuring freelancers provide robust monitoring feedback in order to maintain up to date participation records and monitoring/evaluation databases and gather information for funder needs as required
- Oversee accreditation measures for our projects and support our freelancers on projects to meet targets for Arts Award achievement (training will be given for this)

Creative Ways into Work (Specific Duties)

- Identifying new and maintaining relationships with employment partners
- Seeking out potential training/employment opportunities for young people on our courses
- Supporting every young person who completes our course into employment and/or further training/opportunities
- Research and be aware of current and suitable progression routes for our beneficiaries in conjunction with our partners and any other appropriate services and/or organisations

Communication, Advocacy and Marketing

- Communicate and support effectively across a small team
- Support our marketing team on design and marketing strategies for project recruitment, screenings and other events
- Contribute to social media as required
- Champion our projects in all networking circles and within local communities
- Develop and maintain relevant partnerships and networks for the promotion and smooth running of projects.
- Aid the dissemination of best practice for all areas of work

Other General Responsibilities

- Act in a professional manner at all times and uphold Blueprint Film Foundation's Code of Conduct
- Follow and promote safety procedures at work and observe health and safety regulations
- Attend training and networking events as required
- Any other duties that may be required to ensure the effective running of our projects and the Company

Knowledge and Experience

Essential	Desirable
Previous experience of administration and/or coordinating either within a company or on projects/events	Experience of admin/coordinator roles in an arts organisation
Experience of developing and maintaining a range of databases and recording and analysing data	Experience of writing or contributing to funding bids
Experience of liaising with a range of people from different organisations and from varying backgrounds	Experience of working in a fast paced, small team environment
Experience of using social media, preferably in a business context	Previous experience with working with diverse and/or disadvantaged communities
Knowledge of health and safety requirements at work	Knowledge of health and safety requirements on public projects, festivals and events
Good levels of literacy and proficient IT skills, ideally with experience of using Macs - pages, numbers, keynote and so on	Experience of supporting the personal development of young people
Proficient numeracy/mathematical skills (at least level 2) and a willingness to learn budget management	Experience of monitoring and evaluating youth programmes
Experience of writing company/project reports and/or other official documents and reviewing others' work in official documents	Knowledge of Safeguarding children and vulnerable adults both in-person and online
Proficient at applying problem-solving skills to resolve challenging or complex complaints and is a key point of contact for addressing issues	Knowledge of Covid-19 protocols when working with the public (in particular children and young people) both in person and online

Person Specification

Essential	Desirable
Ability to take initiative, plan and organise workload to manage multiple tasks and meet deadlines	Ability to carry out light manual tasks
Excellent team working skills	
Excellent interpersonal, negotiation and presentation skills; one-to-one, small groups and large audiences	

Personal attributes

Essential	Desirable
Understand and always adhere to Blueprint ethos and aims	
Commitment to equality and diversity	
Willingness to work flexibly to achieve project/company objectives	
Commitment to own learning and professional development	
The energy and enthusiasm to coordinate a range of projects, festivals and events	
An understanding of the diverse communities we work with (largely Hackney, Tower Hamlets, Gravesham and Dartford) with a sensitivity to different needs and beliefs whilst also ensuring inclusivity in regards to development of projects	

Circumstance

An enhanced DBS check is required for this post and Blueprint Film Foundation will carry this out for the successful candidate

You may sometimes be required to work evenings and weekends, usually when we have a project or event running.

Application Details

Please send your CV and a covering letter (including your contact details) to laura@blueprintarts.co.uk. These, together, should outline previous similar experience to the role and how you meet the essential requirements

If you have any questions you should also direct them to Laura on the above address.

Application Deadline:

Shortlisted candidates will be notified by ... and interviews will take place the week beginning... We regret that we will not be able to offer feedback to any candidate who isn't shortlisted