

**SPECIAL PROGRAMMES COORDINATOR**

**JOB DESCRIPTION & PERSON SPECIFICATION**

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| **PRIMARY OBJECTIVES OF THE POST** | The postholder will work closely with MOSTYN’s Director, Visual Arts Programme Curator, Engagement Manager, Audience Relations Manager and Partnerships Manager to ensure that all aspects of the Special Programmes including the “History Series” of exhibitions and audience development initiatives are efficiently organised and pro-actively supported so that the artists, collaborators, contributors, and MOSTYN’s visitors encounter and enjoy interesting, high quality exhibitions, engagement events and audience-focused activities.The postholder will also work with the Team to ensure that MOSTYN’s funders will receive updated and relevant information on the “History Series” and/or other Special Programmes. For more information about these please refer to our website [www.mostyn.org](http://www.mostyn.org/), where you will find the archive of our recent exhibitions, events and learning programmes. |
| **KEY TASKS** | The postholder will work with the following MOSTYN posts, coordinating and assisting in the delivery of the following:1. Visual Arts Programme Curator, in particular for:* Artist, producer, writer and gallery liaison for exhibitions
* The preparation of contracts for exhibitions
* Acquiring appropriate insurance cover for items and artworks
* Organising shipping
* Checking and organising appropriate handling requirements
* Assisting to acquire loans, and other permissions and licences
* Ensuring all exhibits are safely stored and displayed whilst at MOSTYN
* Assisting to acquire archival material for all exhibitions and to proactively share with the appropriate internal and external constituencies

 2. Engagement Manager, in particular for:* Speaker, marketing and venue liaison for talks, seminars and events
* The preparation of letters of agreement for speakers
* Organising event schedule and logistics
* Checking and organising appropriate guests requirements
* Assisting to acquire materials and other permissions and licences
* Ensuring all events are properly documented and shared with the appropriate internal and external constituencies

3. Audience Relations Manager, in particular for:* Promotion, marketing and press liaison for exhibitions and events
* Checking and organising appropriate media and press requirements
* Ensure efficient communication of the exhibitions and events with the appropriate internal and external constituencies
* Assisting to acquire archival material for all exhibitions and events and ensure they are shared with the appropriate internal and external constituencies

4. Director and Partnership Manager, in particular for:* The gathering of the visual, audio and written material regarding exhibitions and events according to the funders’ requirements.
* Assisting to acquire material and submit monitoring forms, reports and applications well within deadlines, and follow up when supplementary materials are required
* Assisting in gathering budgetary data from the appropriate internal and external constituencies, and to compile interim and final budget reports in relation to the “History Series” and/or other special programmes
* Ensure horizontal communication with other departments so that the special programmes can be devised to the highest standards

5. Additional administrative duties as required.The postholder will be managed by the Director who in collaboration with the other posts, will allocate priority tasks for each month / quarter (see “Days of Work” section below) |
| **SKILLS REQUIRED** | The postholder will:* have a methodical approach to work
* be able to prioritise their workload to meet deadlines
* be a good communicator
* feel confident about approaching people for information
* enjoy meeting new people
* be a problem-solver
* be proactive
* be a capable user of office software
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| **EXPERIENCE, & KNOWLEDGE REQUIRED** | **ESSENTIAL**The postholder will have:* experience of working within an arts organisation, whether through work experience, volunteering or paid employment
* a strong interest in the visual arts, contemporary culture and in activities aimed to enhance development in audience relations
* experience of providing administrative support
* experience of working successfully to deadlines
* experience of working as a team member

**DESIRABLE**The postholder will have:* worked with artists and cultural producers
* worked in an arts centre environment
* worked with cultural programmes and/or media initiatives and/or cultural foundations
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| **PROJECT DURATION** | 6 months, 1 Oct 2016 – 31 March 2017Renewable for another 100 days over 12 months pending funding confirmation. |
| **DAYS OF WORK** | 50 days over 6 months [equivalent to 100 days / year pro rata]. The 50 days over 6 months will be allocated on a monthly / quarterly basis by the Director in agreement with the four MOSTYN’s posts mentioned above, according to their respective workload and “peak times” re: preparation, deadlines, and delivery of the exhibitions, events and reports.Flexibility will be required to ensure opening nights and special events are supported.  |
| **FEE** | £100 per day, all inclusivePlease note that this work is offered on a freelance, temporary basis and the person appointed will be asked to declare that they will take responsibility for tax and national insurance on the fees paid for the project. |
| **APPLICATION PROCESS**  | Please send your CV plus a letter explaining how you believe you meet the above requirements and detailing what you can bring to the position. Please send your application to Alfredo Cramerotti, Director, MOSTYN, to the following e-mail address:alfredoc@mostyn.orgE-mail applications only. Only shortlisted candidates will be contacted for the interview process.Interviews will take place on Tuesday 27th September 2016. Please hold that date in case you are shortlisted for an interview.  |
| **APPLICATION DEADLINE** | Monday 19th September 2016, close of day |

