

JOB DESCRIPTION

Freelance Programme Coordinator

- Reporting to :** Learning and Engagement Curatorial Fellow
- Responsible for:** PORTFFOLIO 2021/22 (14-18 Young Artist Programme)
- Salary and hours :** £3750.00 freelance contract – fixed term (Based on a full day rate of £150 x 25 days)
- Timing :** Between 04 October 2021 – July 2022
- Contract :** Freelance contract
- Location :** MOSTYN, 12 Vaughan Street, Llandudno, LL30 1AB
Remote working as required under current Covid-related restrictions.
- Purpose :** The Freelance Programme Coordinator will be responsible for the delivery of the upcoming PORTFFOLIO programme alongside the Learning and Engagement Curatorial Fellow, Learning Coordinators and Learning and Engagement Assistant. The candidate will be tasked with organising and delivering a development programme for young artists aged 14-18 to work with professional artist mentors through a series of online talks and workshops delivered both online and in a live-in person setting. The candidate will be organised and work to deadlines to deliver a series of three terms over the next academic year from October 2021 to July 2022.

Key responsibilities:

- Organise and deliver online and live events in line with the planned schedule stipulated by the Learning Team.
- Coordinate and share information, dates and times with the young artist cohort and artist mentors to ensure full attendance.
- Administrate all areas of the programme: which include email communications to stakeholders, artists and the learning team. Additional admin responsibilities include issuing contracts, collecting invoices and raising purchase orders with the approval of the Learning and Engagement Curatorial Fellow.
- Coordinate with artists and procure equipment and materials for all workshop activities.
- Attend regular meetings and share programme updates in meetings with the learning team.
- To coordinate with the Head of Marketing and Development to produce promotional content for the PORTFFOLIO learning programme and organising documentation of activity and outcomes.
- Produce risk assessments and work with the Operations and Facilities Manager to ensure that all health and safety protocol is adhered to in all onsite logistics and learning activity.

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- Provide logistics and workshop assistant support for artists across digital and online engagement activity, this includes setting up and cleaning down all live workshops and setting up virtual elements of the programme.
- Work to ensure that all aspects of the PORTFFOLIO learning programme is run in line with accessibility and inclusion best practice including Welsh language translation, BSL, captioning and mobility support.
- Work within the framework of our COVID-19 Safety Policy and ensuring that all PORTFFOLIO activity is delivered safely to protect the health and wellbeing of young artists, artists, staff and volunteers.
- Monitor and compile quantitative and qualitative data. Produce reports and share with the Learning team for the purpose of evaluation.

General responsibilities:

In common with all post holders, the Freelance Programme Coordinator is expected:

- To take responsibility for their own and their colleagues' health and safety, including adhering to MOSTYN Covid-19 protocols and procedures.
- To ensure the security of the gallery and other spaces in MOSTYN.
- To act as an advocate of MOSTYN and promote its vision and activities, representing MOSTYN at external events.
- To collaborate with all other departments.
- To ensure MOSTYN systems, policies and processes are adhered to in the execution of the duties.

This is not an exhaustive list of duties. It may be necessary to undertake other reasonable duties for the successful execution of this role and to meet the aims of the organisation.

Essential criteria:

- Demonstrable experience working in gallery learning, workshop delivery and talent development programmes in the visual arts sector.
- Eligibility to work in the UK.
- Own a functioning laptop with access to Google Drive and Microsoft Office.
- Experience in organising remote learning programmes through the application of digital tools like Zoom, Google Meets, Eventbrite and SurveyMonkey.
- Previous experience working directly with young people and artists.
- Excellent written and verbal communication skills, attention to detail and the ability to present information accurately and clearly to meet deadlines.
- Have an existing up to date Enhanced DBS Certificate or willing to undergo an enhanced DBS check.
- Demonstrate an awareness of accessibility and inclusion.
- Ability to travel to and work from MOSTYN, 12 Vaughan Street, Llandudno, LL30 1AB in order to oversee the delivery of workshops and live events related to PORTFFOLIO 2021/22.

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- Fluency, knowledge of, or active interest in the Welsh language and its communities is essential for this role.

Hours of work

This is based on a Freelance contract working out to £150 a day over 25 full days. The distribution of these working hours will be self-managed in agreement with the Learning Team in order to fully deliver the programme. There may be a requirement to work unsocial hours in the execution of this role.

The payment schedule for this position will be split into 3 payments issued within 30 days upon MOSTYN receiving invoice from the Freelance Programme Coordinator. All income tax payments are the responsibility of the Freelance Programme Coordinator.

Payment Schedule break down:

- **TERM 1, 25 October – 31 October 2021:**
Payment date: 30 November 2021 - £1175
- **TERM 2, 21 February – 27 February 2022:**
Payment date: 31 March 2022 - £1175
- **TERM 3, 11 April – 22 April 2022:**
31 May 2022 - £1400
(Including data capture/compilation and end of project evaluation)

Application deadline and interviews

To apply for this role, we require –

- An up-to-date CV with demonstrable work experience related to the essential criteria.
- A 1 page covering letter telling us about how you meet the knowledge and skills required to meet the key responsibilities.
- Supply the names, email addresses and telephone number of two people who can give you a reference. At least 1 of these should be your current or most recent employer.
- Attach the CV and covering letter to an email and send to engagement@mostyn.org. In the email, please send us your preferred interview date from the options below, if you would like the interview to take place virtually or in person and please inform us of any additional measures that are needed to meet your access requirements.

The closing date for applications is **Thursday 16 September 2021 at 17:00.** Interviews will take place either virtually or in person between **Tuesday 21 and Wednesday 22 September 2021.** The role will commence from **4 October 2021.**

Equality

We are committed to equality and diversity within our workforce and in all opportunities provided by MOSTYN, working towards a team that is made up of diverse skills, experiences and abilities. We therefore encourage applications from all backgrounds, communities and industries, and particularly from disabled people and people from black, Asian and minority ethnic backgrounds, as these groups are currently under-represented in the cultural sector.

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Whilst some of our offices have barriers to access, we continue to encourage interest from applicants who require reasonable adjustments within the workplace. We ask everyone who works with us to champion this ambition and embed it in their day-to-day work, and this is monitored through MOSTYN's annual Equality Action Plan.

For any enquiry in relation to this opportunity, please email David Cleary: [**engagement@mostyn.org**](mailto:engagement@mostyn.org)