

PROJECT CO-ORDINATOR – DEAL MUSIC AND ARTS LIMITED

Deal Music and Arts are looking to appoint a part time Project Coordinator to work on its Learning and Participation programmes and the annual Arts Festival.

Hours: 14 hours per week, year-round

- Flexible timing with occasional evening and weekend work
- Additional hours as agreed by agreement

Pay: £15.00 per hour

Expenses: Petrol reimbursed at 45p per mile for work-related travel

Location: Working from home

Equipment: A designated telephone and laptop will be provided

Suitable candidates will have experience of working with school children of all ages in the fields of music and the arts as well as with the wider community

The successful candidate will have demonstrable communication skills, be fully literate digitally, have a current DBS certificate (or be willing to apply for one) and possess a clean driving licence.

Role Title

Deal Music & Arts Project Co-ordinator

Line Managers

DMA General Manager/Learning and Participation Director

Purpose of role

To support Deal Music & Arts to ensure that we continue to provide an appropriate year-round Learning and Participation programme and produce an artistically high-quality Festival.

Scope of role

The assistant is responsible for supporting the operational running of DMA activities; for managing day-to-day administration of agreed tasks and reporting to the line managers. As in any small team, they may be involved with any aspect of our work as required.

Key tasks

1. Operational support and administration

- Oversee all day-to-day administration for the Learning and Participation outreach programme and other DMA activities as required
- Support line managers and other members of the DMA executive team as required within the Festival and Learning and Participation programme
- Organising events and outreach work as required
- Record, collate appropriate statistics and subject them to analysis for the benefit of funders and DMA's own purposes.
- Helping to develop our evaluation methods with partners and measuring the impact of the projects.
- Working with the General Manager and the appropriate trustee on all matters relating to Safeguarding and appropriate vetting to work with young people and -vulnerable adults
- Review and update DMA policies and procedures.
- Draft correspondence and forms as required
- Create occasional Mailchimp newsletters

2. Production Administration for Learning and Participation

- Confirming and contracting artists, performers and freelance staff working with DMA as directed by line managers
- Liaising with project partners, schools, parents and carers and other arts organisations
- Booking and managing travel logistics, such as trains, accommodation etc.

- Liaising with (and sometimes visiting) schools, venues and other organisations for bookings / setting up dates / overseeing scheduling etc
- Posting about L&P on the DMA social media channels

3. General

- Organising, by Zoom if required, and attending meetings and taking Minutes for circulation
- Undertake such other reasonable duties as from time to time may be required

Skills required

1. Good communication skills, both written and verbal
2. Good organisation skills and an attention to detail
3. Ability to multitask
4. A flexible approach and willingness to work on multiple projects as required
5. Ability to work as a member of a team
6. Good IT skills and experience of a variety of office programs
7. An understanding and appreciation of diversity and inclusion
8. Ability to prioritize

Applications which should include **a letter explaining why the candidate believes they are suitable for the post and a full CV** should be emailed in confidence to Willie Cooper (irondraw@btinternet.com) to arrive no later than July 8th 2024

Interviews will be held on Monday 22nd July in Deal