

Job Description: Programme Coordinator (Part-time)

Background: Capital Arts is a company formed to inspire, arrange and produce high-quality arts and arts education events across all existing art forms and those forms we have yet to imagine. Its core values are:

- Experimentation (a rigorous search for new forms of expression and approaches to meaning)
- Internationalism (an energetic belief in the value of engaging with other cultures on a deep level)
- Local engagement (a considered belief in the importance of a sense of place, and everyday personal connection, in even the most stratospheric of projects)
- Learning (a sincere dedication to creating and facilitating opportunities for new discoveries, professional development, self-improvement and lifelong learning)

Working to these values above all, Capital Arts exists to provide a smooth-running, friendly and professional vehicle for the delivery of artistic ideas.

Capital Arts Ltd provides and delivers all performance art and arts education programming for Summerhall. Summerhall is an award-winning multi-arts venue situated in the former Dick Vet building. Summerhall's performance art programme has won numerous awards and accolades.

Job Title: Programme Coordinator (Part-time)

Purpose: To assist the directors and programming team with developing and implementing arts and arts education programmes and events.

Hours of work: 16 hours per week

Salary: £9p/h

Duration: 1 year contractual

Responsible to: Directors of Capital Arts

Notice period: 1 month

Key tasks:

1. To effectively and efficiently assist the directors with administrative tasks relating to arts and learning programmes/events. These would include responding to email and phone queries, preparation and distribution of event schedules and other project information to other operational staff to ensure the smooth staging of events, and managing certain events.
2. To ensure that the technical, operations, catering and finance departments receive all the relevant and necessary information relating to appointed events.
3. To assist the directors with the marketing and co-ordination of projects including liaising with artists, schools, participants, project partners and internal staff.
4. To deal with incoming enquiries and act as a point of contact for individual artists, artistic companies, schools, participants and project partners, distributing messages and information across the organisation as required.
5. To maintain and update booking forms, records, filing systems and computer files.
6. To attend and oversee selected performances/events and collect feedback from audiences and participants.
7. To undertake any other duties as required that are commensurate with the general level of responsibility of this post.

Required Knowledge and Experience

Criteria	Essential	Desirable
Educational Qualifications	Very good ability in English and Maths	University qualifications in related subject area
Job related experience and skills	<ul style="list-style-type: none">- Experience of working in an office environment- Excellent administrative skills- Excellent literacy and numeracy skills- Excellent organisational and administrative skills – including note-taking and filing-Excellent IT skills	<ul style="list-style-type: none">- Previous arts related work experience- Experience of working in an education or arts setting- Experience of updating or maintaining social media and website content.- Experience of design/publishing software e.g. Publisher,

	<p>including all aspects Microsoft Office (Word, Spreadsheets, Outlook, PowerPoint)</p> <ul style="list-style-type: none"> - Excellent interpersonal skills - Excellent communication skills – written, verbal and interpersonal - Excellent understanding of working with digital media, websites and social networking tools in a professional context 	Photoshop
Personal Skills	<ul style="list-style-type: none"> - A strong personal interest in the arts and education and commitment to helping others participate in the arts. - Well organised, methodical and accurate - Friendly and approachable - Enthusiastic and prepared to take a hands on approach - Ability to work well on own initiative and as part of a team - Good time management skills and ability to work to tight deadlines - Ability to manage stress - Ability to work with diplomacy and maintain confidentiality 	
Others	<ul style="list-style-type: none"> - Understanding and commitment to equal opportunities - Sensitivity to issues concerning working with schools, children, young people and those with disabilities and other vulnerable persons 	- Disclosure Scotland registered

	<ul style="list-style-type: none"> - Flexibility – some evening, weekend, and school holiday work required - Willing to undergo training and personal development 	
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Key terms and conditions:

The salary for this post will be agreed with the chosen candidate subject to their experience but is likely to be in the region of £7200 per annum part time. The weekly working hours may be extended depending on development of projects over the year, and terms for this work will be discussed in advance.

The post is initially offered as a part time role (16 hours per week, excluding lunch breaks). Normal working hours are Monday and Thursday, however the days of the week are open for discussion. The job will involve occasional additional hours, or out of hours working to accommodate the needs of the role.

The job will be subject to a 2 month probationary period.

Full terms and conditions will be made available on offer of appointment.

How to apply:

Please submit:

- a CV including three referees and their contact details
- a cover letter which should specify how you meet all the requirements stated, include what you can contribute to the organisation and what you hope to learn from this experience
- the attached equalities monitoring form

Send them to capitalartsjobs@gmail.com. If you wish to mail in your application, please address it to:

Anu Selva-Thomson
 Summerhall
 1 Summerhall
 EH9 1PL
 Edinburgh

Deadline

Submission of application: 16/01/13, 5pm
 Please be available for interviews on 21/01/13 and for starting on 25/02/13