

Please read in conjunction with:

- About The Crescent

Please complete the following documents to make an application:

- Application Form
- Monitoring Form

### Key Information

- Reports to CEO and line-managed by Communications Manager
- **Hours per week:** 37.5 hours over 5 days. This 3-year, full time 'entry level' post is funded by 'Art Work' an Employment and Skills Initiative for the Arts Sector supported by the Department for the Communities. This 3-year period is the funding period, but there is a possibility of an extension after this.
- **Salary:** £ 19,650.00 (NJC Scale 3 pt 5)
- **Holidays:** 21 days per annum, plus 12 bank/public holidays (Subject to review.)
- **Job Share** will be considered

### About the Role:

As a Coordinator you will get to know all areas of the business! This role will provide solid administrative experience of all aspects of an arts centre. We are a small team, and as a highly-organised individual who enjoys collaborative working, you will play an important role both internally - scheduling team meetings, collating data for reporting; and externally - liaising with freelance practitioners and hire enquiries to populate The Crescent's Diary.

You will work well with processes and procedures, have an eye for detail, and enjoy a high level of collaboration. Working from The Crescent, home to the Belfast Book Festival, a 30-year Creative Learning Programme and 10 Creative Companies, we hope you'll get to know/strengthen relationships with the creative sector.

This is an ideal first job, or a career change opportunity.

### Key Tasks and Responsibilities:

#### - Programme Administration

You will work across The Crescent's Programme Strands to populate the Programme Diary, and support related contractual administration. This will involve:

- Liaison with companies, artists and freelance practitioners to timetable Courses, Workshops and Events in line with the wide range of activity taking place across The Crescent

- Collation of event/activity copy
- Updating contacts database
- Populating The Crescent's ticketing platform and website, and other external communications as necessary
- Timely and efficient sharing of scheduling information amongst relevant Crescent Staff
- Coordination of travel, accommodation and hospitality for visiting artists
- Monitoring set budgets as related to programme delivery

- **Internal Coordination**

With the support of Senior Management Team you will play a key role in the coordination of Crescent Staff meetings, and the collation of Crescent data, to ensure an efficient and high quality approach to communication, delivery and reporting right across The Crescent

- **Reporting**

- o Collating basic financial information for funder and stakeholder reports
- o Collating audience data for funder and stakeholder reports

- **Meetings and Diary Management**

- o Coordination of The Crescent's Staff Meetings: preparing Agendas, taking and circulating Minutes, tracking actions
- o Coordination of meetings between The Crescent and its partners, including Creative Hub Meetings

- **Other**

- To participate in training and development activities as required
- To carry out other duties as may reasonably be expected of the post

As part of being a networked, supportive and inclusive arts centre, staff are expected to actively participate in working groups, activity and thinking that have an impact on everything we do:

**Access & Inclusion:** The Crescent has a detailed Diversity, Equality and Inclusion Policy, and an active Working Group involving Crescent Staff and Creative Hub Companies.

**Environment:** The Crescent is actively committed to reducing environmental impact. All staff are expected to actively engage in, contribute to, and advocate for our environmental policy and procedures.

**Creative Hub:** The Crescent is proud to be a home to a number of leading arts organisations. We get together regularly, in support of our ambition to be a collaborative, connected and mutually supportive arts centre.

**Personnel specification – What we are looking for**

This is an ideal first job, or a career change opportunity. It is for someone who wishes to enter, or progress, within the creative industries/arts sector.

**Skills and Behaviours**

- Enthusiastic and collaborative: wants to work as part of a team
- Well-organised, and enjoys attention to detail/working with accuracy
- Practical and hands-on approach to problem-solving
- A can-do attitude
- Enjoys a high level of personal motivation and takes pride in your work
- Demonstrates respect for equality and diversity

**Experience**

We are not asking for a particular level, or a number of years experience in a particular field, but in your statement please give us examples of times you have demonstrated the Skills and Behaviours above.

**Knowledge**

We are not asking for detailed knowledge in a particular area, or a certain type of qualification, but as you will imagine this post will:

- Be required to work with IT – Microsoft Office packages including Word, Excel and Outlook
- Be expected to demonstrate an enthusiasm for the arts/creative sector
- Be expected to demonstrate an interest in and enthusiasm for The Crescent, for example its activities, programmes, history

**Additional Information:** ability to work evening and weekends when necessary according to the demands of the arts centre schedule