

Please read in conjunction with:

- About The Crescent

Please complete the following documents to make an application:

- Application Form
- Monitoring Form

Key Information

- Line-managed by Communications Manager
- **Hours per week:** 37.5 hours over 5 days. This is a 1-year fixed term contract (related to funding). It is an entry level post funded by *Art Work* an Employment and Skills Initiative for the arts sector supported by the Department for the Communities and administered by Future Screens NI
- **Salary:** £22,366 (In line with NJC Scale 1, SCP 2)
- **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 and work across 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 and represent The Crescent both internally and externally.

You will work well with processes and procedures, have an eye for detail (ideally knowing your way around a Spreadsheet!), and enjoy a high level of collaboration.

This is an ideal first job in the Arts Sector, or a career change opportunity. We will support you to get to know/strengthen relationships with the creative sector and create opportunities for skills development.

Working from The Crescent, home to the Belfast Book Festival, a 31-year Creative Learning Programme and 10 Creative Companies, you will develop a broad understanding of an arts centre and the arts sector.

Key Tasks and Responsibilities:

Your main task is Programme Administration. You will populate the Programme Diary and support related contractual administration. This will involve:

- Liaison with a range of individuals (e.g. Crescent team members, companies, artists and freelance practitioners) to plan Courses, Workshops and Events and other activity in line with the wide range of activity taking place across The Crescent
- Collation of event/activity copy
- 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
- Collating basic financial information and audience data

Other tasks include:

- Scheduling internal and external meetings (checking availabilities/booking rooms/organising catering)
- 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 in the Arts Sector, or a career change opportunity. It is for someone who wishes to enter, or progress, within the creative 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 (loves a spreadsheet!)
- 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.