

Please read in conjunction with:

- About The Crescent

Please complete the following documents to make an application:

- Application Form
- Monitoring Form

Key Information

- **Hours per week:** 37.5 hours over 5 days.
- **Salary:** £24,413 (In line with NJC Scale 1, SCP 2)
- **Holidays:** 33 per annum
- **Job Share** will be considered
- Line-managed by Communications Manager

About the Role:

As a Coordinator you will provide solid administration to underpin The Crescent's longstanding Courses & Workshops programme. The role is largely about timetabling, so you will work well with processes and procedures, and have an eye for detail - ideally knowing your way around a spreadsheet. In carrying out the role you will also meet lots of freelance practitioners in, so this would particularly suit someone who enjoys stretches of focussed work (where attention to detail is key), coupled with in-person conversations.

We are a small team so collaboration and communication are important, and you will likely work across other areas of the organisation. You will be based in The Crescent Arts Centre.

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.

Key Tasks and Responsibilities:

Your main task is Programme Administration for our Courses and Workshops Programme. In line with existing processes and procedures this will involve:

- Liaison with a range of individuals (e.g. Crescent team members, companies, artists and freelance practitioners) to timetable Courses, Workshops and other activities taking place across The Crescent
- Collation of various information required for Courses & Workshops, including but not limited to: copy, images, reading lists, art materials.
- Population of The Crescent's ticketing platform and website, and other external communications as necessary
- Timely and efficient sharing of scheduling information amongst relevant Crescent Staff
- Supporting related contractual administration
- Collating basic financial information and audience data

Other tasks include:

- Working with colleagues on the administration of events and activities related to Courses & Workshops. This may include for example end of term showcases
- 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
- **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. Interest in arts, culture & education is important; prior knowledge is not.

Skills and Behaviours

- Organisation & Time Management:
 - ability to meet deadlines
 - ability to analyse multiple bits of information in order to timetable e.g. artist availability + availability of space + capacity for activity
- Strong attention to detail
- Enthusiastic and collaborative: wants to work as part of a team
- Enjoys meeting new people
- Enjoys a high level of personal motivation and takes pride in work
- Demonstrates respect for equality and diversity
- Confidence in IT: Outlook and Excel in particular

Experience

We are not asking for a particular level, or 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 arts, creativity, education
- Be expected to demonstrate an interest in and enthusiasm for The Crescent: its activities, programmes, history

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