



JOB DESCRIPTION – PROGRAMME CO-ORDINATOR (Fixed-term - One Year)

BACKGROUND

Edinburgh Sculpture Workshop (ESW) has grown from a small artist-run collective set up in 1986 to one of Scotland's leading visual arts organisations with world-class production facilities. Our artist-focussed ethos is as strong today as it was over 30 years ago.

Our vision is to provide the best environment in which to support artists as they build their careers, to contribute to the development of critical thinking and creative learning within contemporary sculpture, and to create outstanding experiences for audiences.

Housed in a purpose-built facility which opened in 2012, ESW plays a vital role in visual arts in Scotland - providing access to specialist production facilities, supporting artists' research and opening up contemporary sculpture to a diverse audience through our learning programmes.

ESW is a membership organisation and plays an important role in the life of its surrounding community. Ensuring these voices are represented within the organisation is an essential aspect of the role. Partnership working on a local, national and international level is fundamental to our approach and developing and nurturing these is crucial to our success.

ROLE & PERSON SPECIFICATION

The Programme Co-ordinator will deliver key areas of the Research programme which are already in place. This includes artist residencies and related public outcomes, talks and professional development activities. The Co-ordinator will on occasion provide support to the Curator for Learning.

This is a fixed-term post for one year to provide cover for a staff sabbatical.

ESW's residency programme is very successful and has national and international profile and reach. We are looking for an individual who can demonstrate the skills required to manage and evaluate the residency programme which includes three graduate residencies, four micro-residencies and a partner residency programme. The co-ordinator will ensure that artists on residencies have an enjoyable and professionally valuable experience at ESW and will also organise events which enable residency artists to connect with our community and audiences.

The successful candidate should be able to work well within a small team and / or within a venue and must have a good knowledge of contemporary sculpture.

You should be able to demonstrate some working knowledge of managing budgets and financial reporting and have good basic administrative skills.

Good communication skills, both verbal and written, are required for the role as is an ability to work to deadlines.

JOB DESCRIPTION & KEY COMPETENCIES

We expect the successful candidate to demonstrate their experience in those areas defined as essential.

ESSENTIAL

1. Delivery of the residency programme

- manage residency callouts, selection processes and selection panels
- issuing artist contracts
- co-ordinate studio visits by external professionals for residency
- co-ordinate associated events

2. ESW's artist community

- co-ordinate workshops and events which support artists' professional development
- co-ordinate studio visits by external professionals for studio artists
- co-ordinate regular members' networking events

3. Marketing & Evaluation

- provide support for marketing and promotion of the Research Programme
- manage social media for the Research Programme
- manage evaluation processes for the programme to include meetings, interviews and questionnaires
- archiving of documentation and any related outcomes

4. Access & Engagement

- demonstrate a commitment to equal opportunities, diversity and inclusiveness

5. Other

- manage the programme budget and provide information for financial reports
- provide information to support Board reporting
- on occasion provide programme support to the Curator for Learning
- contribute to efficient scheduling of events across the venue
- provide support at events, which will include some activities outside of office hours
- be familiar with MS Office packages.

The post holder may be required to undertake other duties and responsibilities

commensurate with the position.

DESIRABLE

- further education qualification (e.g. degree or HND) relevant to the post
- up to two years' experience in a related role
- some knowledge of current thinking relating to diversity, access and engagement

Line Manager

The Line Manager for the post-holder will be the Assistant Director.

Pay and Conditions

- This post a fixed-term full-time position (35 hours per week) for one year
- The salary is £22,000
- Edinburgh Sculpture Workshop offers a workplace pension scheme based on statutory contributions
- Holiday allowance is 35 days per annum including public holidays
- Evening and weekend work is required as is some travel

Application Process

To apply for the post please submit a copy of your cv to include two referees, along with a cover letter of no more than 2 pages of A4 outlining why this opportunity would be of benefit to you and what you would bring to the role.

Applications by email only to office@edinburghsculpture.org by Friday 20th July 2018 at 6pm.

Interviews will be held the week of 30th July.

For further information about the post please contact Irene Kernan at irene@edinburghsculpture.org.

