

Arts Drop Co-ordinator

Contract Type: Freelance (4 months - July – October 2020)

Start Date: ASAP

Location: Home (with occasional work at Causey Hall, Central Halifax)

Hours: 15hrs a week to be worked flexibly

Fee: £4,800 (equivalent to £20ph)

Overview –

The Creative Learning Guild co-ordinate the 'local cultural education partnership' (LCEP) for Calderdale; a partnership of nearly 100 local stakeholders who agree strategy and undertake consortia work to improve the lives of our children and young people through arts and culture.

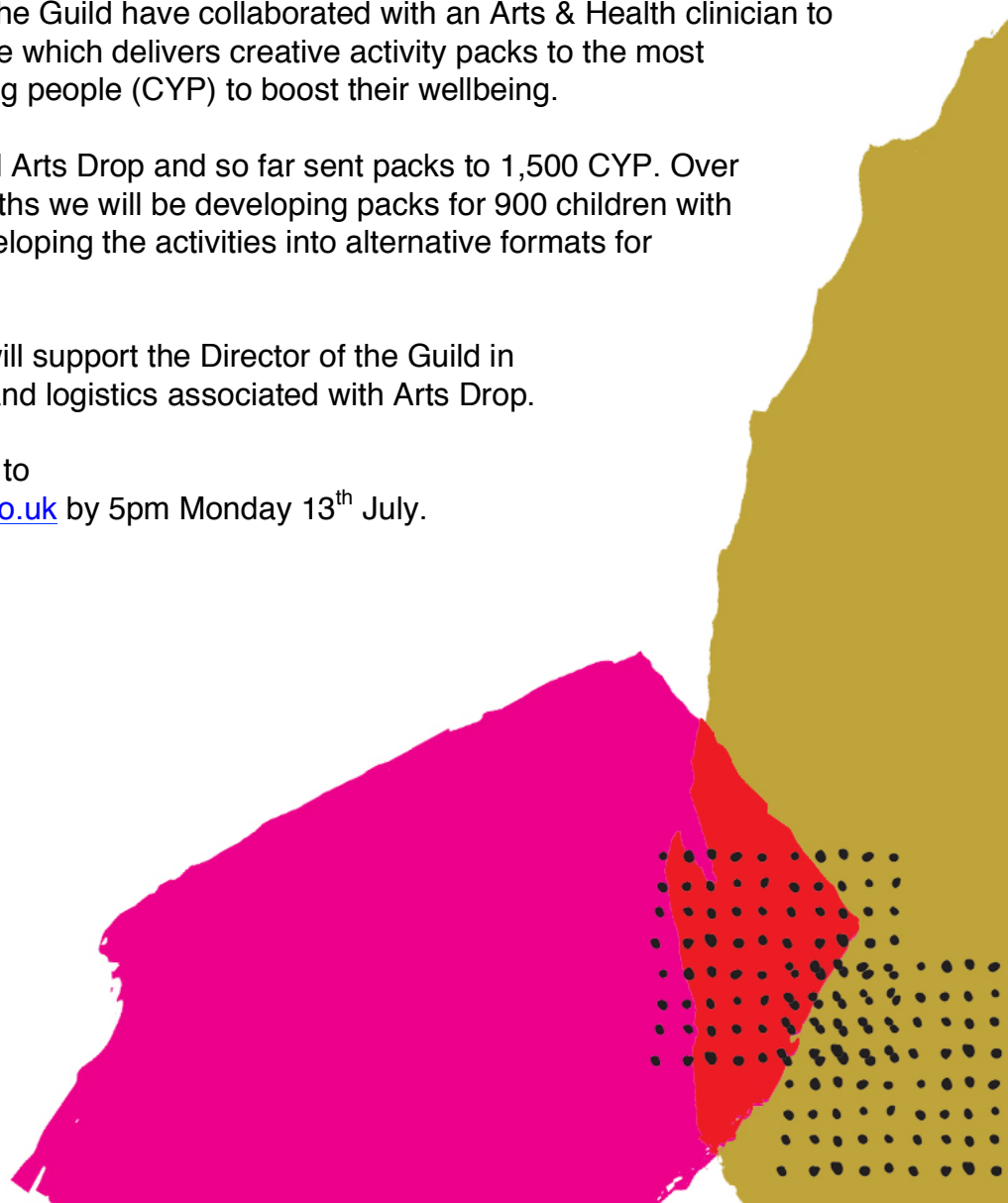
During the Covid pandemic the Guild have collaborated with an Arts & Health clinician to create 'Arts Drop' – a scheme which delivers creative activity packs to the most vulnerable children and young people (CYP) to boost their wellbeing.

Calderdale LCEP has piloted Arts Drop and so far sent packs to 1,500 CYP. Over the next few weeks and months we will be developing packs for 900 children with SEND as well as further developing the activities into alternative formats for use beyond lockdown.

The Arts Drop co-ordinator will support the Director of the Guild in managing the relationships and logistics associated with Arts Drop.

Sound good? Email your CV to

gilly@creativelearningguild.co.uk by 5pm Monday 13th July.



Arts Drop Co-ordinator Overview –

Relationship Management

- Acting as a point of contact for enquiries about Arts Drop
- Maintaining positive relationships with funders & sponsors of Arts Drop
- Maintaining positive relationships with contributors to Arts Drop
- Maintaining positive relationships with statutory stakeholders involved in Arts Drop
- Maintaining positive relationships with volunteers involved in Arts Drop
- Developing relationships with prospective funders / sponsors

Logistics

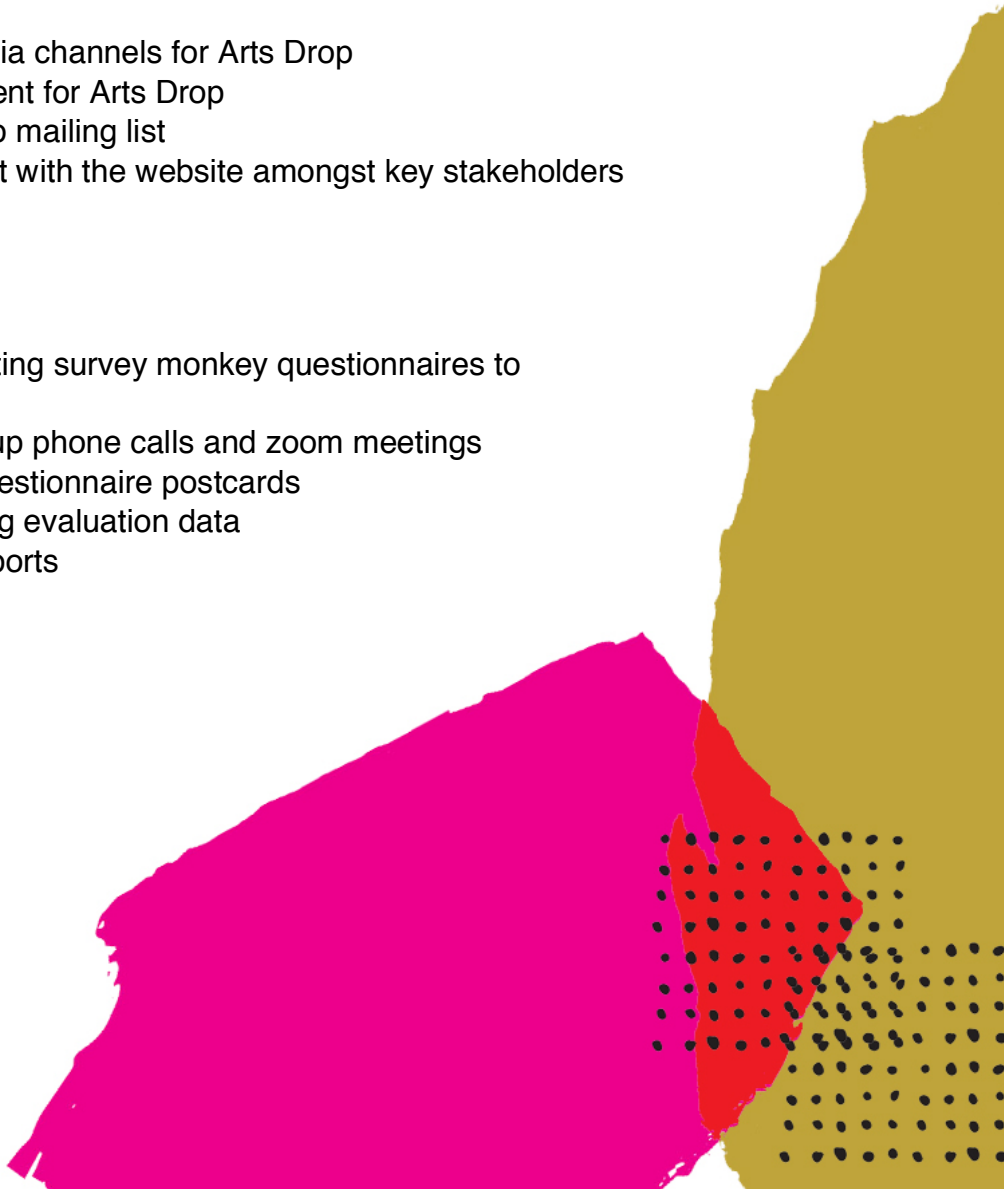
- Liaising with designers and artists to prepare Arts Drop activity for print
- Liaising with suppliers to order and collate Arts Drop resources
- Liaising with printers to order and collate activity postcards
- Organising volunteers to support the packing and distribution of packs
- Keeping a record of expenditure against the Arts Drop budget

Communications

- Overseeing social media channels for Arts Drop
- Updating website content for Arts Drop
- Setting up an Arts Drop mailing list
- Promoting engagement with the website amongst key stakeholders

Evaluation

- Setting up and distributing survey monkey questionnaires to key stakeholders
- Undertaking focus group phone calls and zoom meetings
- Monitoring return of questionnaire postcards
- Logging and processing evaluation data
- Creating evaluation reports



Person Specification –

Essential

- Warm and friendly demeanour
- Knowledge of the local arts & culture landscape in Calderdale
- Track record in project management
- Track record in evaluating projects
- Experience updating website content
- Experience using social media in a professional context
- Excellent interpersonal skills both face to face and via phone and email
- Excellent standard of written and spoken English
- Ability to problem solve independently
- Clean DBS check

Desirable

- Experience working in arts and health
- Experience working with businesses and sponsors
- Experience writing grant funding applications
- Experience working with children and young people
- Skills in design and layout

