



## **Programme Coordinator**

### **Job Description**

**Responsible to:** Directors

**Salary:** 20-24k pro rata. Rate of pay determined by experience

### **Main purpose of job:**

The Programme Coordinator will focus on assisting in the production of Centrala's Art Programme and provide administrative support to the Director. Including - research and support in the preparation and submission of relevant funding bids, support and research programme for the exhibitions, supervision of assistants team and interns. The position will need someone who is able to work on differing projects at the same time, work under their own initiative and be able to prioritise tasks.

### **Main Duties:**

#### **Programme:**

- Experience of copywriting and promotion of arts
- Liaise with external organisations and festivals
- Overseeing the production and planning of events and exhibitions
- Overseeing Exhibition promotion through press and social media
- Planning marketing campaigns for events and exhibitions
- Planning logistics of artworks transport and artist travel
- Liaising with artists

#### **Administration:**

- Supporting the Director in Event management
- Initialising systems for gathering data for funding evaluations
- Assist with Centrala's off Site and collaborative partnerships
- Administration of event logistics
- Researching and preparing materials for submission of funding bids
- Duty Person of Gallery in absence of senior members of staff

And any extension of this specification to provide support to the programme and organisation's development

**Person Specification:**

- Interest and knowledge of Eastern and Central European Contemporary arts
- Experience of copywriting and promotion of arts
- Experience of working on administration of a funded Arts Programme
- Excellent understanding of social media and current trends
- Excellent knowledge and experience of administration
- Excellent communication skills

It is desirable that the Programme Coordinator has

- Links to local and/or national networks and forums
- A knowledge of the arts infrastructure in the region
- A track record as a successful fundraiser with trusts and foundations

**All Centrala staff are expected to be/have:**

- Motivated and enthusiastic team players
- A flexible and proactive approach to work
- A willingness to learn and develop
- Ability to manage own workload with minimal supervision
- Ability to remain calm under pressure
- Good time keeping
- Warm and welcoming, contributing to a culture of inclusiveness and openness
- Approachable and communicate effectively using appropriate means in effective manner
- Computer literate including possessing basic word processing and spreadsheet skills
- Take a pragmatic view on complex issues

**Salary and terms**

Programme coordinator will be working at Centrala gallery office in Digbeth, with occasional working from home or at offsite events.