



ART PROGRAMME COORDINATOR

Employer: Polish Expats Association

Job title: Art Programme Coordinator

Responsible to: Director

Hours of work: 22.5 (3 days)

Holiday entitlement: Annual leave of 28 days (pro rata)

Salary: £24,000- £28,000 per annum pro rata depending on experience

Place of employment: Centrala, Unit 4 Minerva Works, 158 Fazeley Street, Birmingham, B5 5RT

Flexibility

Flexibility is required to work some evenings and weekends depending on programmed events. Duties may vary as a result of changes in circumstances. A degree of flexibility is therefore needed.

Introduction

CENTRALA is multifunctional art space in Birmingham run by Polish Expats Association (PEA), a non-profit organisation, presenting art from Central and Eastern Europe and the UK. It consists of an art gallery, training centre and artistic Café. The innovative programme includes socially-engaged contemporary art from Central and Eastern Europe as well as artists interested in the region's culture, history and socio-political situation.

About the Role

In line of the recent development of Centrala as we joined the NPO for 2018-2022, we are very pleased to be recruiting for an Art Programme Coordinator. This is a new post and fantastic opportunity to join our vibrant team to deliver and expand the Centrala's international programme.

This is a temporary 4-year, part-time (22.5 hours per week) role. The Art Programme Coordinator will be responsible for oversee the strategic management and development of the art programme, working with partners, funders, and key stakeholders to develop and strengthen the sustainability, business development, income streams and build new opportunities for the Centrala Gallery as we grow and develop. We are looking for experienced person who is dedicated, motivated and has excellent skills in business development, fundraising and organisational management.

TO APPLY

Please e-mail a completed Application Form and Cover Letter (no more than one page) outlining your experience and interest in the post, plus a completed Equal Opportunity Form to recruitment@polishexpats.org.uk.

The closing date for the receipt of applications is on **4th May 2018, 5PM.**

It is hoped that interviews will be held on week commencing 7th May 2018. If you have not heard from us by then please assume that you have not been shortlisted.

Unfortunately, we are not able to offer feedback on applications from candidates who have not been shortlisted.

Thank you for your interest in PEA.