



## **Learning and Community Coordinator job description.**

**Reporting to:** Director

**Contract length:** Role to commence March 2018 on an ongoing basis. A 3 month probation period will be in place.

**Hours:** 7 hour day to work between the hours of 9-6pm. 2 days per week initially, with the possibility of rising to 2.5 days. BACKLIT open days are Wednesday, Thursday and Friday, we would require the post holder over these days mainly, with some flexibility to work occasional evening and weekends.

**Salary:** £23,500 pro rata

**Annual Leave:** To be confirmed at interview stage

**Location:** The post will be based at BACKLIT Gallery, First Floor, Alfred House, Ashley Street, Nottingham, NG3 1JG.

### **Background**

BACKLIT is a two storey artist led gallery and studios founded in 2008 by five Nottingham Trent University Fine Art graduates, located in the East Side of Nottingham. It consists of studios that house 50 young and emerging artists, and gallery spaces that coordinate highly ambitious annual programmes of contemporary visual arts activity. In recent years we have shown major works by Simon Starling and Yinka Shonibare, as well as an artistic and public engagement project by Turner Prize winner Gillian Wearing, supported after we won a national public online voting campaign with Culture 24. An accessible Education Programme is integral to our activity by captivating the least engaged audiences and local community groups from the economically deprived area of St Ann's and Sneinton to become both new audiences and participants. We have built strong partnerships with both artistic and educational organisations, including Nottingham Trent University, University of Nottingham, national / international artists, curators and galleries to help us deliver activities.

Backlit is an artist led studio and gallery space that supports and develops emerging artists; we are driven to support, sustain and grow the visual arts ecology across Nottingham. Backlit are committed to growing a sustainable Learning Programme that situates us as a local community resource.

An accessible Learning Programme is integral to our activity. As well as growing relationships with local artists, arts students and those interested in the arts we are determined to captivate the least engaged audiences and local community groups from St Ann's and Sneinton to become both new audiences and participants. We have built strong partnerships with both artistic and educational organisations to help us deliver activities.

**[www.backlit.org.uk](http://www.backlit.org.uk)**

### **Job Specification**

#### **Learning and Community Coordinator role**

The Learning and Community Coordinator will work closely with the Director and Deputy Director on the implementation of an innovative programme of education contributing to the creative vision of the organisation. In particular Backlit are keen to develop new, local audiences whilst growing existing relationships through a dynamic and accessible programme of creative activities, projects and public talks and events.

The Learning and Community Coordinator will work closely with the Marketing Coordinator to undertake an audience development framework. The framework will be influenced and informed by research to include; audience mapping, local/ national/ international led education and arts initiatives, local community inspired themes, political issues, studio artists resource and professional development opportunities (working with the Studio Manager who is lead on this) and other key contributors. The Admin and Studio Coordinator will support this role if and when required.

**Main responsibilities:**

- Devise and manage the learning programme in agreement with the Director and team
- Manage existing in house talks and events, projects and relationships as part of the wider programme at Backlit
- Develop and sustain meaningful relationships with local community representatives, Further and Higher Education organisations and social agencies
- Work with the Marketing Coordinator to input into audience development
- Manage the implementation of and adhere to Health and Safety, Diversity Policy and Child and Vulnerable Adult Protection and any other policies
- Develop and implement meaningful evaluation frameworks, materials and procedures and feed back and write reports for board meetings and funders
- Manage project budgets against expenditure in consultation with the Deputy Director
- Represent Backlit at conferences, seminars, forums and other meetings
- Liaise with artists, teachers and colleagues to keep up to date with current artistic practice, digital technologies and educational developments in order to generate ideas for future projects
- Liaise with external bodies: community organisations, Bridge organisations, local council forums and social agencies to develop collaborations and inform the programme
- Work with Deputy Director and team to research fundraising opportunities
- Work closely with the Admin and Studio Coordinator who is supporting Artist Professional Development; to review learning opportunities for in house artistic practice

**General**

- Undertake other duties as required and in agreement with the Director
- The post will require some weekend and evening work, for which time off in lieu will be given

**Opportunities/ Benefits**

- Training can be offered if beneficial to role
- Backlit is a small friendly team, you will be responsible for a key area in Backlit's vision to expand and engage with wider audiences. You will have a creative input into the ethos and future development of the organisation.

**Person Specification:**

**Essential Experience:**

- A proven track record of developing and managing a dynamic programme of learning or arts activity across a wide range of audiences

- Experience of managing projects with freelance artists and volunteers in educational settings
- An ability to work independently and as part of a team
- Able to plan and think strategically
- Ability to actively engage people in arts education programmes, especially those considered vulnerable or hard to reach
- Experience of working with artists, teachers, community leaders and other external groups to implement arts activities
- Have experience of developing networks and building partnerships
- Ability to multi task, problem solve and work under pressure
- Experience of evaluating and documenting projects

#### **Essential Skills and knowledge**

- An in depth understanding and interest in contemporary arts practice and arts education
- Excellent verbal and written skills with an ability to creatively communicate ideas
- Excellent organisational and administrative skills
- Knowledge of health and safety and child protection policies
- Awareness of access issues commitment to inclusivity
- Knowledge and interest in current arts and education processes and policies
- Excellent IT skills
- Good personable skills, able to work well with people at all levels, ages and backgrounds
- Ability to problem solve
- Ability to work to tight deadlines

#### **Desirable**

- Skills and knowledge of report writing and presenting
- Qualification in education
- Public speaking and presentation skills
- Excellent IT Skills
- Knowledge of national and regional arts education priorities
- Knowledge of funding trends and current opportunities
- Knowledge of Nottingham Arts Scene
- Knowledge of regional arts, education and community networks in Nottingham and across the East Midlands

#### **How to apply**

To apply please email your CV, a supporting statement outlining your suitability to the role (no longer than 3 A4) and 2 referee contacts (please state if they can be contacted in advance of a potential interview) to [suzannebacklit@gmail.com](mailto:suzannebacklit@gmail.com). Deadline for applications is **Tuesday 27th February 2018, 5pm**. Interviews will take place at Backlit on **Friday 9<sup>th</sup> March 2018** (please ensure you are available this day).