

Projects & Programme Co-ordinator

Full time, permanent position

Salary: £25,295 – £27,905

Hours: Full-time (37.5 hours per week).

Location: Initially based at home due to Covid-19 but long term based at Sampad offices, Midlands Arts Centre. This is a changing situation so we do not yet know when our offices will reopen.



Closing Date for Applications: Wednesday 5 May 2021

Interviews: Wednesday 12 May 2021 via Zoom

APPLICATION PROCESS

Please complete all sections of the Application Form and email to info@sampad.org.uk by the closing date. Please note that CVs will only be accepted as supplementary information. For further information, please email info@sampad.org.uk.

Purpose of Position

An important role in this small team, you will be responsible for supporting the Director and the Executive Director (SMT) in planning and managing our arts, heritage and learning programmes, and in developing and maintaining partnerships that are key to Sampad's future success.

We are seeking a **passionate and experienced individual** to join our team! You will be a proactive self-starter with excellent administration skills, eager to play a key part in our ambitious plans for the future.

We are looking for someone with experience of programme and/or project management and an interest in diverse arts.

We welcome applications from all ethnicities and backgrounds.

Key Responsibilities

- To undertake administration and co-ordination of **Sampad's** programme, projects and training opportunities
- To help develop, plan and deliver projects and performance programme
- To assist the Executive Director in the development of **Sampad's** artform strategies

Responsible to: Executive Director

Responsible for: Project staff including short term contracts, freelance personnel and volunteers

Main Duties

1. Planning and development of tasks in collaboration with SMT

- Collaboration with the other members of the team in planning projects and contributing to the development of the Artistic Programme
- Liaison with team members about projects as appropriate
- Collaboration with other team members over allocation of projects
- Source and suggest appropriate artists and arts workers for projects

- Fundraise for projects where appropriate and support SMT in providing information for fundraising purposes
- Plan and manage budgets
- Establish and implement monitoring and assessment procedures
- Prepare information on events for and attend Sampad Board's Arts & Education Sub-Committee meeting (bi-monthly).

2. Programme & Event Management

- Plan seasonal performance programmes – with a balance of theatre, dance, spoken word, music events and regular co-promotions with Midlands Arts Centre
- Contracting artists, technicians and other appropriate freelancers
- Coordinating travel and accommodation where appropriate
- Ensuring projects are appropriately documented and evaluated
- Manage events backstage as required, meet artists, liaise with venue/front of house staff, set up marketing table, assist with audience surveys if required
- Book venues and spaces for performances/rehearsals and other events including agreeing costs/times/technical requirements
- Tour booking as required by projects, finding appropriate venues and maintaining relationships with programmers
- Produce Risk Assessments if required
- Agree and arrange ticket allocation for artists and team
- Artists: negotiate availability, fees, plan performance schedules, obtain technical requirements and advise of any extra costs
- Apply for Children's performance licence/exemptions if required
- Apply for Certificates of Sponsorship (COS) as required for overseas artists as required by programme or projects
- Process DBS applications as required by the team and artists
- Plan and manage Sampad's annual Asian Spring showcase and other showcase events
- Commissions – arrange one off performances and/or workshops for schools, community organisations, others.
- Support artists in residence, both on and off-site

3. Project Tasks

- Ensuring smooth running of projects and training initiatives including event management duties
- Undertaking practical organisation of arts projects and training initiatives
- Outreach activity – including targeting of project and training participants and on occasion and where appropriate delivery of activity
- Preparing and delivering presentations in collaboration with the SMT when required including to public settings; Introducing Sampad activity where and when appropriate (e.g. introducing Sampad performances or outreach activity)
- Overseeing, preparation and production of marketing, press and media material
- Liaison with project workers and external partners
- To collate data and manage annual returns to funders. This includes participant/audience/other artistic data as required as part of Sampad's monitoring and assessment procedures ensuring data monitoring systems are kept up to date
- Maintain an artist database
- Undertaking other duties associated with projects as deemed appropriate

- 3. Project tasks in collaboration with Administration and Marketing staff**
 - Collate information as required by marketing team including providing information about all Sampad events for marketing purposes
 - Distribute marketing, press and media material
 - Liaise with SMT and Finance & Administration Officer over day to day finance of projects

- 4. Maintaining good contacts with**
 - South Asian arts and heritage artists and practitioners
 - **Sampad's** other core staff, freelancers and board of directors
 - Partners and funders
 - Other arts organisations and external partners of **Sampad**

- 5. To support the management team in such ways as are necessary for the efficient fulfilment of the aims of Sampad**

To carry out the duties of the post within the context of **Sampad's Equal Opportunities policy**.

PERSON SPECIFICATION - REQUIREMENTS

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Education to degree level in arts subject OR equivalent experience • Trained in or be willing to undertake safeguarding training • Hold or be willing to undertake a DBS check 	<ul style="list-style-type: none"> • Specialist training in education and/or the arts • Holder of full Driving licence
Experience/Knowledge/Skills	<ul style="list-style-type: none"> • A minimum of 3 years of arts project management or arts administration experience • Excellent administration and organisational skills • Experience of managing a range of relationships with artists and partners & developing new relationships • Confident and with excellent communication skills • Knowledge of and/or interest in learning about South Asian arts • Experience of managing budgets • Excellent IT skills • Knowledge of the arts and cultural sector and a passion for the arts 	<ul style="list-style-type: none"> • Experience of producing in an arts context • Experience of booking tours • Experience of writing fundraising applications • Networking skills • Knowledge of another language • Local knowledge of communities and schools in the West Midlands
Qualities	<ul style="list-style-type: none"> • A positive, friendly, approachable manner, willingness to go the extra mile. • A thorough approach with a commitment to task completion. • A willingness to work evenings and weekends. • A reliable and strong team player, committed to collaboration, sharing information, knowledge and expertise. • An active commitment to and understanding of inclusion, equal opportunities and anti-racism. • Ability to prioritise a demanding workload and meet deadlines 	