

BRIDPORT ARTSCENTRE

Job Description – Project Coordinator – BAC 50th anniversary

Reporting to: The Director

Contract: up to 25 days at £200 pd. During the period ending 31 March 2023.

Status: self-employed, you will be responsible for your own tax and NI.

Bridport Arts Centre (BAC) is an arts charity in Dorset celebrating its 50th anniversary in 2023. Based in an attractive and culturally vibrant market town with a population of 13,000 on the World Heritage-designated Jurassic Coast, we are a member of Arts Council England's National Portfolio, and we also receive revenue funding from Dorset Council and Bridport Town Council.

Our work includes presenting a year-round programme of visual arts, theatre, dance, music, spoken word, comedy, film and event cinema, workshops, and community projects from our main venue, a converted Wesleyan Methodist Chapel and School House located in the heart of Bridport, incorporating a 194-seat theatre and a 15m x 6.5m gallery space; we also operate at other local venues, in schools, and outdoors. Our arts and events programme serves audiences across Dorset and the Southwest.

We are home to The Bridport Prize, a creative writing competition with a well-established industry profile and reputation, which receives entries from over 100 countries each year. The Bridport Prize is as old as the centre itself and so also celebrates its 50th anniversary in 2023. The Bridport Prize cycle starts with a call for entries in November 2022 so we anticipate that the first activity will take place at this time.

BAC has been through a period of intense change starting before the pandemic, and the period of lockdown had an impact on our outputs and our audiences. We view this forthcoming anniversary as a welcome and timely opportunity not just to celebrate BAC's history but to look forward to a stronger and more sustainable organisation.

About the role

The board of trustees, working with and through the Director and staff of the arts centre wish to celebrate this important anniversary with a series of events and interventions that demonstrate the richness of the art centre's history and the breadth of its current activity that will reframe its profile within the community of Bridport, Dorset and beyond.

You will be responsible for pulling together and defining the many creative ideas that are evolving and turning them into a proposal for an achievable anniversary programme. You will work with the Director Mick Smith to apply for funding for the various elements of the programme, possibly to different funding bodies both local and national. You will need to work with BAC's small team and the board – developing a sense of collective ownership and collaboration, while acknowledging the competing demands of their workload. You will need to work actively from the start of your contract with the marketing teams for BAC and the Bridport Prize to ensure that marketing activity is timely and successfully delivered.

During the period of the contract, we expect you to develop a programme of activity that is ambitious, dynamic, achievable and fundable, and that will appeal to the local community while inspiring wider interest.

It is likely that a role will develop to help deliver the programme of activity during 2023, subject to funding.

Personal specification

We are looking for a highly organised, well networked, and confident individual with a track record of delivering visual and/or performing arts projects, including art in the public realm.

You will be able to start working on the project before the end of September.

You will have:

Experience of delivering successful arts projects with a range of stakeholders.

Good negotiation skills, and an ability to work well and to communicate with arts professionals, community groups and the public.

Experience of working with professionals at a senior level and with boards of trustees, with an understanding of the nature of charity governance.

The ability to work well with a small team of staff and volunteers, inspiring ownership, and collaboration. Acting as a colleague rather than consultant.

The ability to put together, lead and manage a working group with a diverse membership.

Experience of working in partnership with a range of arts and cultural organisations.

Excellent interpersonal skills, with good verbal and written communication skills, confident with public speaking and dealing with people at a senior level, including funders.

Experience of financial management, good record keeping and reporting skills.

An understanding of risk management and of health and safety legislation and requirements.

Knowledge of the funding landscape for arts (and possibly heritage) projects.

To be a first point of contact for all enquiries related to the anniversary programme.

To apply

To express an interest in the role please email the Director Mick Smith on mick@bridport-arts.com by **09.00 on Tuesday 30th August**. Please attach a cv and a statement on not more than 2 pages A4 demonstrating your competence for the role and why you are interested in applying.

If shortlisted for interview you will be asked to produce a brief presentation on your approach to the task.

If you have any questions about the role, please email Mick Smith.