

**Freelance Opportunity
Programme Coordinator
Offsite 9
British Art Show local programme
2021 -2022**

MAKING THE MOST OF... THE BLACK COUNTRY

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Part 1: Background

Arts Council England has focused investment on parts of the country where people's involvement in the arts is significantly below the national average through its Creative People and Places programme.

Creative Black Country (CBC) is led by a Core Consortium of:

Sandwell Council of Voluntary Organisations, Wolverhampton Voluntary Sector Council, Dudley Council for Voluntary Service and One Walsall (working as Black Country Together CIC); and Multistory, Black Country Touring and Black Country Living Museum (which are all Arts Council England National Portfolio Organisations). This consortium brings together the community and voluntary sector and professional arts producers' expertise with a long-standing commitment to the Black Country's creative and cultural ecology and a depth and breadth of knowledge of leading contemporary art practice. This consortium is part of a national Arts Council – Creative People and Places Programme.

Our Mission

'Making the most of the Black Country through arts, culture and creativity'.

Our Principles

WE WILL ALWAYS BE CURIOUS

- Remain open to new ways of thinking and respond to emerging trends, stories and ideas.
- Take time to learn and empathise with those we are working with.
- Gather knowledge from a broad range of sources, inside and outside of arts and culture.

WE WILL NEVER:

- Assume that we know enough.

WE WILL ALWAYS BE COLLABORATIVE

- Put people at the heart of the process when designing, developing and creating work with communities.



- Build resilient cross-sector partnerships.
- Work with local and national decision-makers to embed creativity into local and regional strategy

WE WILL NEVER:

- Be undemocratic in our decision making.
- Support projects that have not started with community-led design or consultation.

WE WILL ALWAYS BE INCLUSIVE AND ACCESSIBLE

- Reflect and celebrate the diversity of the Black Country in the work we do and the people we employ, commission and collaborate with.
- Involve people who are systemically marginalised* in the design of our programme of work to ensure we remove barriers to participation to make it accessible to all
- Be actively conscious about the language we use

WE WILL NEVER:

- Tolerate negative discrimination of any kind

WE WILL ALWAYS BE TRANSPARENT AND OPEN

- Be honest and accountable to one another.
- Make time for reflection and be ready to receive feedback.
- Share our learning widely.

WE WILL NEVER:

- Be secretive.
- Cover up our mistakes.
- Avoid difficult questions and challenging conversations.

WE WILL ALWAYS BE AUTHENTIC

- Be true to our Black Country origins.
- Showcase local talent, stories and creativity.
- Raise aspirations in Dudley, Sandwell, Walsall and Wolverhampton

WE WILL NEVER:

- Hide our local pride.
- Buy in ready-made projects.



WE WILL ALWAYS BE INNOVATIVE

- Take risks and make change happen.
- Look forward – the Black Country knows its heritage; let us co-create its future.
- Encourage new ideas and build on what works.

WE WILL NEVER:

- Close ourselves off to new opportunities and inspiration.

Part 2: Terms and Conditions

Job Title:	Offsite 9 Programme Coordinator
Contract:	Freelance Contract April 2021 – April 2022
Fixed Fee:	£8,000 based on (£200 per day x 40 days)
Location:	Remotely and/or hot desking in Wolverhampton. CBC main office facilities are located at SCVO (Landchard House, Victoria St, West Bromwich, B70 8EX)
Key contact:	Creative Director
Hours of work:	To be self-managed and logged according to planned delivery needs
Tax and NI	This is a freelance position, and you will be responsible for making your own tax and NI contributions.

Part 3:

Role Description & Project Outline

Principal Purpose:

The British Art Show 9 will be touring to four locations, and Wolverhampton is one of the touring locations confirmed for Jan 22nd - April 12th 2022.

Creative Black Country has been awarded funding to deliver a local programme in Wolverhampton to complement the main show and engage local people. We are looking for a highly experienced coordinator to support the delivery of Creative Black Country's programme, including activities, events, general operations, reporting, managing partners, coordinating marketing and comms, and connecting the opportunities with and for communities across the Black Country.

Project Outline:



There are three strands to the programme

- Offsite 9 Live creative commissions.
- 9 Words People Podcasts
- 9 Pages Printed Publication and Map

Offsite 9

A commissioning strand offering 9 opportunities for artists, creatives, arts organisations, community organisations, collectives to create work/activity responding to a brief that considers the core themes of the BAS 9 and complements the main show with a local focus. CBC will facilitate the curation of an accessible offsite programme taking place in shop fronts, online platforms, projections on buildings, public spaces, in print, or audio. We aim to attract a range of activity and innovative collaborations that can go beyond fixed visual exhibitions. For example, a pop up social lab, live interventions, low-fi gaming, sound-score, a campaign, or dance.

9 words

Creating conversations and debate responding to the core themes of BAS 9, we will co-produce 9 podcasts with contributors from Wolverhampton. The idea is that the podcasts can be responsive and capture real, local voices in a changing social and political environment. The aim will be to reflect the immediate and new reality, whilst reimagining hopeful futures.

One word will be extracted from each conversation e.g. hope, future, community etc. We will work with an artist to select these words and enlarge them on vinyl; pasting them in and around the city windows of prominent buildings (UoW, Arena Theatre, stations, shops). The words will become a lyrical tapestry acting as landmarks around Wolverhampton for BAS duration, encouraging audiences to points of interest around the city and leading to programmed activity.

9 pages

CBC has a strong track record of working with artists and designers to develop innovative and collectable print led by Fused. Our ambition is not to exclusively promote activity but create an artistic print which tells a story.

Key responsibility areas

- Coordinate all three strands (Offsite 9 commissions, 9 Pages publication, 9 words podcast) against delivery schedule in line with BAS 9 main show (Jan – April 2022).
- Work with CBC and Core Creative Team to check progress against milestones and track the project budget spend.
- Work with CBC to coordinate the commissioning process, confirm selection panel guidelines, and communicate outcomes.



- Coordinate production outsourced support for the installation of works, digital support for online content or remote activity.
- Draft and agree all commissioned agreements with CBC.
- Set up and maintain effective communication and accessible mechanisms between all partners & creatives using digital media, e.g. Teams, Zoom etc.
- Manage the project stakeholder and partnership relationships, schedule creative team meetings, and attend BAS 9 Wolverhampton Board Meetings and any other relevant stakeholder activity which is seen as essential. Make notes and share where appropriate.
- Work with Marketing & Content Manager to confirm marketing plan and implement content for use on social media comms (e.g. Twitter, Instagram, YouTube, and IGTV).
- Management of general offsite project correspondence and directing other enquiries as appropriate.
- Support the team in ensuring programme learning is shared with the wider arts community on social media, websites and at events
- Identify case studies for evaluation.
- Act as an advocate for CBC at events as appropriate and agreed

Person Specification

ESSENTIAL

Skills and Experience:

- A minimum of three years previous experience in a similar roles and environment.
- A high level of organisational skills, production experience/knowledge, working with outdoor and indoor installation of works, working with artists and understanding coordinating activities in non – traditional spaces.
- Experience in drafting contracts and agreements.
- The ability to contribute constructively to and to implement a marketing strategy
- Strong communication skills and the ability to facilitate and summarise meetings with actions.
- Proven ability to communicate well with a range of people using social media and varied communication methods
- Demonstrate enthusiasm for working collaboratively with others both within a small team and across wider networks
- Experience or knowledge of working within community settings
- An understanding and commitment to CBC's key objectives
- Awareness of access requirements across the protected characteristics
- An understanding of the practical application of Equal Opportunities policies
- An understanding of the arts and cultural sector development opportunities

DESIRABLE

Skills and Experience:

- Knowledge of the Visual Arts sector
- Knowledge of financial and marketing systems, website content management systems and working with statistical data
- Holds Full Driving Licence

Part 4:

How to Apply

We are seeking applications from individuals regardless of age, gender, ethnicity, disability, sexuality, religion and/or belief. We particularly encourage applications from those who identify barriers to their practice and with lived experience of inequality and who is or has a connection to the Black Country.

Send a **written proposal** (max two sides of A4) accompanied by a CV and include what excites you about the brief, what relevant skills and experience you can bring to the role. If you prefer, you can send a sound recording or video proposal instead (max 5 minutes) in response to the essential and desirable criteria.

Please provide **two references** (or names and email addresses for two referees) and return the **monitoring form**, which can be downloaded via the website.

Email your proposal, along with the monitoring form, to info@creativeblackcountry.co.uk with BAS Programme Coordinator.

If you'd like to talk with someone in the team about the project or the role before you apply, please email parminder@creativeblackcountry.co.uk.

Please also let Parminder know if we can do anything to make the application process more accessible for you.

Key dates for your application

Closing date for application : Friday 30th April 12pm (midday)

Interview : 11th May TBC

We would like the successful candidate to start working by end of May.

Due to coronavirus, CBC will remain flexible to the current circumstances. As such, some work may be out digitally but there may be times when we ask you to join face to face team, community and/or partner meetings (which will be Covid secure).

