

Application deadline: **12pm Monday 23 October 2023**

Job Title	Projects Coordinator
Hours of Work	21 hours / 3 days per week Ideally between Monday to Thursday 9am – 5pm but to be discussed.
Salary	£28,000 per annum pro rata (0.6 FTE) £16,800 per year actual rate.
Contract Length	6 months, fixed term
Supported by	Executive Producer
Responsible for	N/A
Location	Independent Arts Projects' office at Out of the Blue Drill Hall, 36 Dalmeny Street, Edinburgh, EH6 8RG.
Status	Employed fixed term contract (or freelance equivalent)
Start date	Ideally November 2023 but can be discussed.
Holiday entitlement	18 days per annum (30 days pro rata).
Probationary period	2 months
Notice period	1 month
Pension	The company makes a 3% contribution into the company's pension plan on condition that the employee makes a minimum contribution of 5%

The **Projects Coordinator** will support the delivery of arts projects within the IAP programme – coordinating and supporting artist-led, ideas-led and values-led work.

Main Duties and Key Responsibilities

- The Projects Coordinator will support the Producing Team on project delivery across arts projects in the programme
- Contribute to effective planning and project management of the programme
- Act as the point of day-to-day liaison with artists, organisations, project partners, participants and audience members

- Lead on key administrative functions including drafting of contracts, creation of contact sheets, scheduling, and other administrative tasks
- Support artists with their project and access needs, including availability checking of casting and collaborators and production staff
- Secure accommodation and travel where required
- Source rehearsal space as required and within budget allocation
- Coordinate and deliver events associated with the project
- Contribute to digital marketing (website updates, newsletters, social media updates)
- Contribute to risk assessments for project events and activities
- Contribute to development of best practices around diversity, equality, inclusion, belonging and justice
- Contribute to a supportive and friendly working and learning environment
- Support on the evaluation of projects, ensuring that learning is captured and applied as the project progresses
- Assist on report writing, and updates to funders
- Assist with the maintenance of good filing and archive systems
- Confidentiality is required to be maintained at all times.
- Adhere to Independent Arts Projects' policies

Applicants

We encourage applicants from different backgrounds with different experiences, skills and stories to join us and develop our working practice.

We actively welcome candidates with protected characteristics and those who are currently under-represented in the performing arts including; people experiencing barriers due to socio-economic background, people who self-identify as LGBTQIA+, people who self-identify as D/deaf, people who self-identify as Disabled and those returning to work who have caring responsibilities, ethnically diverse people who have experienced racism including people who are from African and Caribbean diaspora, Latinx, the East Asian Diaspora, the South East Asian Diaspora, from the the South Asian Diaspora, West Asian Diaspora (including Middle East), Indigenous people, bi-racial / mixed heritage or who also self-identify as a Person of Colour or Black, we may use BIPOC+ to refer to people from these identities.

Person Specification

Skills, Attributes and Experience	Essential	Desirable
Excellent organisational skills as well as written and verbal communication skills	✓	
Great attention to detail	✓	
Computer literate and good knowledge of Microsoft Office	✓	
Ability to manage relationships and ensure effective communications are maintained at all times	✓	
Ability to manage multiple priorities, meet deadlines and manage a busy workload	✓	
Experience in a coordination role	✓	
Working with a range of people from organisations, audiences, participants and artists.	✓	
Commitment to promoting & embedding equality, diversity and inclusion in working practices	✓	
Interest in and knowledge of performance in Scotland/UK		✓
Interest in and knowledge of accessible and inclusive arts practices in Scotland/UK		✓
Experience of Wordpress CMS, Mailchimp, social media updates		✓
Experience of work within a small and busy organisation		✓
Monitoring projects		✓
Evaluating projects		✓
Writing reports		✓

Application timeline

- 12-5pm on Wednesday 11th & Thursday 12th October – 30 minute 1-2-1 Zoom sessions for questions with the Executive Producer about the job
- 12pm on Monday 23 October – deadline for applications
- 9am – 5pm on Monday 30th October – online (Zoom) and in person (Edinburgh) interviews
- Wednesday 6th November – All applicants notified of outcome.

Notes on the Recruitment Process

- We will offer feedback to all applicants that apply.
- Applications will be assessed and scored by the Executive Producer, against the person specification. The highest scoring applicants will be invited for interview.
- Shortlisted applicants will be sent interview questions at least 48 hours in advance of the interview.
- Interviews can take place in person (in Edinburgh) or online via Zoom.
- Interviews will be with Executive Producer (Mhari Robinson), Producer (Nina Doherty) and an Independent Artist (Niroshini Thambar) this information will be confirmed with interview questions/invitation to interview.
- We operate a 'blank slate' assessment process, meaning that each applicant is scored anew at application and then interview stage.
- An offer, subject to positive references will be made following interviews.

Before you apply

To arrange an informal discussion or if you have any questions, please email jobs@independentartsprojects.com with any access requirements/preferred response (phone/sms/email), and we will get back to you.

How to apply

- Please apply by sending a CV (maximum 2 pages A4) and covering letter (maximum 2 pages A4) in no smaller font size 12 attached by email to jobs@independentartsprojects.com
- Your covering letter should cover the points mentioned in the person specification.
- Refer to the job description, outlining relevant experience and information as to why you believe you are the right person for the post.
- Please include contact details for 2 referees. We will contact your referees after we make an offer subject to references.
- Alternatively, applicants can send a link to a maximum 10 minute long video that outlines the above information.
- Please complete our [Equal Opportunities Monitoring form available here](#).

You do not have to complete the Equal Opportunities Monitoring form. However, it is a useful tool for helping us to monitor the effectiveness of our recruitment process. In accordance with the Data Protection Act 1998, the information you have provided will only be used for the purpose of equality monitoring.

About IAP

Independent Arts Projects (IAP) works with artists to make performance projects happen for audiences and participants. We believe everyone has a right to creativity no matter your age, background, experience, or identity.

Our programme of shows & workshops is eclectic and evolves over time. It includes great stories, new work and sensory creative experiences.

We work with artists to help develop their ideas. We believe creativity is essential for all of us to dream, to do, to thrive and to be. We believe in fair work, fair terms and fair pay. We believe in putting people first.

We are particularly interested in working with people who have not seen themselves or people like them on stages in Scotland before.

Please visit <http://www.independentartsprojects.com/category/projects/> to get a feel for the kind of projects we work on.

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