



Art Works, Hall Green Local Arts Forum Appointment of Local Arts Forum Coordinator

Art Works Hall Green is looking for a 'people person' with experience in the arts or community sectors and knowledge of the Hall Green constituency, to coordinate our network and drive its work supporting grassroots participation in arts and culture. You will have the capacity, drive and curiosity to co-ordinate the Local Arts Forum from Spring 2023. You will join an evolving organisation, constantly learning to practice and advocate for participatory, community arts.

Fee: A fixed fee of £6,000 per annum, equating to 40 days at £150 per day, to be worked flexibly. You will be required to pay your own National Insurance and tax contributions (where applicable) and provide your own computer and telephone. This fee is inclusive of expenses and travel unless otherwise agreed.

Person Specification

This is a freelance role which could complement any existing work or study in the arts, culture or community sector. The Steering Group seeks to work with the Co-ordinator to fulfil our contract with Birmingham City Council with a flexible and creative approach, enabling the successful candidate to make the role their own. We encourage a conversation with the successful candidate as to how we may support their professional development through mentoring and training opportunities.

We encourage applications from anyone looking to develop key skills or pursue projects which fall within our remit. We are not looking for specific degrees or years of formal experience but for people with a commitment to taking ownership of the role and to their own professional development. We are committed to building a diverse, inclusive and intersectional team to reflect the vision we have for our sector. We therefore strongly encourage applications from those who are currently under-represented in the sector. This contract also demands a degree of flexibility and would include some evening and weekend work.

We are looking for an individual who has:

- Experience within or good understanding of the arts, cultural, heritage sectors and / or community sectors in Birmingham.



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- A 'people person', interested in the stories, history and talents of Hall Green residents.
- Good, demonstrable knowledge of the area and its communities is of real benefit.
- Competence in the listed roles and tasks (see below), with a willingness to ask for help and identify areas for learning and development.

About Art Works

Birmingham's arts forum network consists of ten individual local arts forums aligned to Birmingham's ten parliamentary constituencies. The Local Arts Forum (LAF) model was developed as a flexible network, under the umbrella of 'No. 11 Arts' for advocating for the arts at a District level. Art Works Hall Green aims to develop local arts infrastructure through partnerships within Hall Green Constituency in the areas of Sparkhill, Balsall Heath, Kings Heath & Moseley, Hall Green, Springfield and Sparkbrook.

Our Aims

- To create and/or work with other local networks spanning arts and cultural organisations, artists and residents, and the voluntary, youth and community sectors
- Increase opportunities for local participation and engagement in arts activities and to lever in additional funding to support such activities.
- Raise the profile of arts activities taking place in the Constituency of Hall Green, especially in areas where there is lack of participation or opportunity for participation.
- Provide opportunities for the cultural voice of residents to be valued, enabled, developed and shared, actively seeking to understand and overcome barriers to engagement.
- to maintain an overview of arts activities, events, opportunities in the Constituency of Hall Green.

Role and Tasks

The successful candidate will work with the Art Works Steering Group to fulfil our contract with Birmingham City Council. The roles and tasks will be developed in collaboration with the Steering Group, depending on your skills, experience, competences, and interests, but they broadly include:

Project Co-ordination

- Work with local partners and the Steering Group to develop and commission arts activity across the district, relevant to diverse audiences and participants.
- Project development, oversight and management



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- Commissioning Artists, including contract negotiation, monitoring and oversight
- Manage relationships with artists, venues and organisations to deliver activity.
- Development of engagement and network activities with artists, arts organisations, community groups and local residents.
- Collect evidence and impact of participant engagement including numbers and feedback in order to evaluate activities effectively.
- Develop appropriate databases and directories

Marketing:

- Promote and advocate for Art Works Hall Green, and its objectives, residents, organisations, partners and community groups
- Manage and update Art Works' social media presence and digital footprint, currently Facebook and Instagram. Widen and increase digital / social media presence as appropriate and sustainable.
- Produce a monthly Mailchimp newsletter, building circulation and encouraging others to contribute, acknowledging the diversity of the Art Works demographic area.
- Where relevant and when required, manage the design, printing and distribution of marketing banners or brochures.

Fundraising and Finance:

- Work with the Steering Group to identify sources of funding
- Collaborate with partners to develop project activity plans and funding applications.
- Develop relationships with local organisations in order to get sponsorship and in-kind support for arts activity.
- Where relevant, collate evidence and report on activity for funders.
- Work with the relevant Steering Group member to monitor / manage project budgets, keeping accurate financial records for funders and partners.

Reporting:

- To support the Steering Group in reporting to Birmingham City Council on the Local Arts Forum contract.
- To be line managed by a nominated member of the Steering Group.
- To report to Art Works Hall Green Steering Group as and when required.

Application

Applicants are invited to send:

- a CV (max 2 pages A4) outlining the experience and skills that they consider relevant to our work.



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- a one page A4 document or five minute video or audio message outlining your motivation to join the Art Works team and how you can use your existing skills to contribute to our work.

We appreciate that accessing paid roles can be a challenge for many different reasons. We invite applicants, if they feel it is appropriate to do so, to share information around access needs, potential working hours or any other terms and conditions which they wish to discuss at this stage in addition to their application. This will not negatively impact your application, but will enable us to make reasonable adjustments for this role.

Are you interested to find out what working with us could look like? Contact Rachel Gillies on hello@artworkshallgreen.co.uk for an informal conversation.

Send your CV (max 2 pages A4) and cover letter (max 1 page A4) or video / audio message (max 5 mins) to: hello@artworkshallgreen.co.uk.

Closing date: Friday 17th February, 5pm

Interviews: We intend to hold informal meetings with suitable applicants w/c 6th March.

The contract is due to commence as soon as possible after that.