

***Connected* Project: Artistic Coordinator**

TERMS OF REFERENCE

1. The Project:

Connected is an ambitious new collaborative cultural programming initiative being delivered across the borough of Armagh City, Banbridge and Craigavon in 2018/19. Co-funded by the Arts Council of Northern Ireland's Local Government Challenge Fund, *Connected* aims to build active creative partnerships between cultural venues, artists and local audiences through a series of co-curated exhibitions and a socially engaged public art scheme. Project activity will be focused in three major arts venues: FE McWilliam Gallery, the Market Place Theatre and the Millennium Court Arts Centre, with the support of Armagh County Museum, Craigavon Museum Services and external partners.

The *Connected* programme of activity represents a new investment of £260,000 in the arts across the borough in 2018/19, with the aim of initiating and supporting a range of exciting new ways for local audiences, artists and cultural venues to interact with one another.

2. Artistic Coordinator Brief:

This large-scale project will operate across a wide geographical area, involve three teams of artists, large numbers of community participants and will explore a wide variety of audience interactions and creative processes. As such, it requires a talented, driven and experienced Artistic Coordinator with the expertise and creative vision to help deliver it successfully. We need someone who will grasp our ambition to put audiences at the centre of the programme and maintain the highest possible standards of artistic quality throughout.

It is essential that the Artistic Coordinator has a high level of expertise in managing successful cultural and community partnership working. The ideal candidate will have a good understanding of the challenges of working in a multi-disciplinary team and implementing ambitious creative engagement programmes in partnership with multiple stakeholders. They should be skilled and experienced in working with other artists across a range of art forms. Experience of commissioning or producing art in the public realm is an advantage.

The Artistic Coordinator will report to and work closely with the Community Arts Development Officer (Project Lead) and other Council staff to develop and implement the project. They can expect a significant amount of travel between the three project sites (Market Place Theatre/Armagh County Museum in Armagh, FE McWilliam Gallery in Banbridge and the Millennium Court Arts Centre in Portadown).

3. Responsibilities of Artistic Coordinator:

- To be the principal point of contact between Council staff, the Project Lead and artist teams within the overall project.
- Lead and support artist teams to ensure that all three strands of project activity maintain a high level of artistic quality and maximise opportunities for local people to engage creatively in the project.
- Make a significant contribution to the development of the creative content for engagement activity, exhibition material, events and promotional material.
- Play a key role in coordinating the logistical planning, administration and production of the public art strand of the project, in close working partnership with the lead artist/creative team assigned to the scheme.
- Ensure and oversee positive partnership working between artists, Council staff and active community participants.
- Provide leadership and support for artists in order to ensure that their work contributes to the timely delivery of the project and meets the project objectives.
- Work with the Project Lead in developing and implementing a range of strategies to manage effective community participation in the project.
- Plan and coordinate creative engagement programmes in collaboration with artists and Council staff and act as first point of contact for participating groups.
- Plan and coordinate public events to promote the project and present project outputs.
- Contribute to the development of a communications strategy for the project.
- Create high quality content for press releases, public presentations and publications.
- Work with relevant staff to contribute to project research and evaluation, in collaboration with external evaluators.
- Maintain high standards with regard to equal opportunities, fairness and diversity, working respectfully and productively with artists, partners and local communities.
- Consult relevant local authority and advisory experts on project risks, complying with Health & Safety policies and defined standards with support from the project team.

4. Contract and Fees:

CONTRACT: The appointment will be on the basis of a freelance contract of service for 6 months (max 50 days over 6 months - work schedule by agreement with Project Lead), with the possibility of contract renewal.

FEES: £6750 (based on a rate of £135 per day)

LOCATION: Travel across the Armagh City, Banbridge and Craigavon Borough to be expected. A full clean driving licence and access to own vehicle is a requirement. Some degree of home working possible, by agreement with Project Lead.

5. Selection Process:

Please submit a concise CV and a written statement (max 2 x A4 pages) that demonstrates how your experience meets the criteria below (see Stage 1 criteria) and describes how you propose to approach the project (see Stage 2 criteria).

A three-stage process will be used to assess submissions.

Stage 1: PASS/FAIL

In order to qualify for Stage 2 of the evaluation process, you must provide evidence that clearly demonstrates:

- A minimum of 3 years' relevant experience in developing and delivering high quality participatory arts programmes
- A proven ability to identify, develop, and manage relationships with artists, partners and stakeholders in the pursuit of a shared objective
- Experience of leading the planning and delivery of events for specific groups of people, relevant in scale and content to the *Connected* project
- A relevant third level qualification

Note: Failure to provide evidence demonstrating that you can meet the minimum standards of experience as detailed above will result in the elimination of your submission.

Stage 2: CRITERIA TO MOVE TO STAGE 3

In order to qualify for stage 3, you must describe in your written statement how you propose to approach the project in the role of Artistic Coordinator, with regard to the following:

Assessment criteria	Details	Weighting	Possible score
METHODOLOGY	<ul style="list-style-type: none">• ensuring positive partnership working between artists, Council officers and project participants• maintaining a consistently high level of creative community engagement and participation• working with artists to ensure the timely delivery of the project• contributing to promotional activity	9 x 5	45
INNOVATION, CREATIVITY & QUALITY	<ul style="list-style-type: none">• ensuring a high level of artistic quality in engagement activity and project outputs• developing innovative approaches to audience interaction with the project's host venues	7 x 5	35
ABILITY TO TRAVEL	<ul style="list-style-type: none">• please indicate whether or not you have a full driving licence, access to your own vehicle and a willingness to travel according to the needs of the project	4 x 5	20
	TOTAL AVAILABLE SCORE		100

Stage 3: Presentation

If you achieve a score of 70% or higher in Stage 2, you will be invited to give a presentation to the selection panel. This will be marked and the contract awarded to the individual who achieves the highest score.

5. Timescales

Submission deadline: **12 noon on 28th June 2018**

Stage 3 presentations: **9th July 2018**

6. Submissions

Submissions must be received on or before **Thursday 28th June 2018 at 12.00 noon** and returned by email to: **Louise Rice, Community Arts Development Officer**

E: louise.rice@armaghbanbridgecraigavon.gov.uk

Or by post to:

Louise Rice

FE McWilliam Gallery & Studio

200 Newry Road

Banbridge

BT32 3NB

Submission Checklist:

- A recent CV
- A written statement (max 2 x A4 pages) describing how you meet the requirements detailed above
- Contact details of two referees
- Individuals shortlisted for stage 2 will be required to provide evidence of public liability insurance