

# Sydenham Arts.

## Job Summary

**ROLE: Programme Coordinator**

**EMPLOYMENT: Part-Time, 15hrs/week, days to be agreed with Managing Director, but a flexible approach to working hours is essential as some weekend and evening work is required.**

**EMPLOYMENT LENGTH: 6 Months**

**SALARY: £9,750 pro rata of £24,375 per annum (full time equivalent)**

**WORK LOCATION: Sydenham Centre, SE26 5QF or as directed– with flexible home-working**

**REPORTING TO: Managing Director**

**LIAISING WITH; Finance Manager**

**RESPONSIBLE FOR: Volunteers**

## About Sydenham Arts

Sydenham Arts is a registered charity providing arts activities and events all year round from our permanent home and performance space at the Sydenham Centre. Our mission is to 'provide, promote and advance the Arts' for the benefit of the community in Sydenham and South East London'. We are committed to providing a platform for emerging, and local artists, and delivering projects which develop the skills, social mobility and quality of life of participants. We deliver year-round programming, and in recent years have been embracing diverse programming, digital-first projects, and commissioned work.

## About the Role

The Programme Coordinator is a new role, which will play a pivotal part in our small team, helping to deliver our programme and ensure administrative processes support a wide range of projects. As Programme Coordinator, you will work with the Managing Director, assisting in day-to-day running of the charity. This will be a varied and exciting role with a mix of responsibilities, including office and project administration, marketing, running events and assisting the MD in delivering our diverse programme. The role offers a supportive environment to take the lead with responsibility for specific projects.

## **PROGRAMME COORDINATOR JOB DESCRIPTION**

**REPORTING TO: Managing Director**

**LIAISING WITH: Finance Manager**

**RESPONSIBLE FOR: Volunteers**

### **Responsibilities**

**Programme and Event Delivery** Support Managing Director in planning and delivering Sydenham Arts' programme of events including:

- Liaising with artists, their agents and venues as appropriate
- Coordinating venue bookings, equipment hire
- Carrying out risk assessments including safeguarding and health and safety and event administration
- Volunteer training and supervision
- Duty Management at selected events

### **Marketing**

- Developing marketing material including writing copy, devising and scheduling social media posts, and managing engagement
- Ensuring brand consistency across programmes and communications with audience and participants
- Liaising with local business to display publicity materials

**Administration** Helping to coordinate the day-to-day running of the charity, including:

- Updating the website, and other outputs
- Creating and sending e-newsletters
- Responding to general enquiries, ticketing queries.
- Setting up events on ticketing platform
- Completing and entering monitoring data and evaluations
- Stocktaking, ordering equipment, bar stock
- Acting as the first point of contact for Sydenham Arts
- Managing incoming project applications
- Updating the website, and other outputs. Creating and sending e-newsletters

### **Advocacy and Representation**

- Representing Sydenham Arts at local events
- Attend meetings, local assemblies as appropriate to give charity updates

The Programme Coordinator may be required to perform duties outside of this brief as is operationally required and at the discretion of the Managing Director.

## **Person Specification**

### **ESSENTIAL**

- Experience working within an arts organisation in any capacity, or considerable volunteering experience working in the creative industries
- Knowledge using basic IT programmes, including Microsoft Word and Excel, GoogleDrive
- Experience in promoting/marketing events within the arts sector
- Adept at using social media platforms incl. Instagram, Facebook, Twitter
- Knowledge and experience in facilitating arts events
- Excellent communication skills and organisational skills
- Ability to work well independently, as part of a team and to lead others
- Ability to take initiative, multitask, prioritize and manage multiple projects
- Experience of working in customer facing roles and working with the general public

### **DESIRABLE**

- Knowledge of Constant Contact, Mailchimp or similar programmes
- Experience of Duty Managing at Arts/Performance events
- Experience in graphic design
- Experience working within a charity and knowledge of the charity sector
- Experience managing a team of volunteers

At Sydenham Arts, we are committed to equality of opportunity and welcome applications from individuals, regardless of age, gender, ethnicity, disability, sexual orientation, gender identity, socio-economic background, religion and/or belief.