

Multistory Recruitment Pack Project Co-ordinator



Community Lantern Procession, We are Wednesbury programme, 2022 © Phillip Parnell

Summary of Role

Position: Project Co-ordinator x 2

Contract: Permanent; 37 hours per week (5 days).

This is a permanent, PAYE role with some hybrid working from home.

The role will require working on evenings and weekends from time to time.

Salary: £22,000 to £24,000, depending on skills and experience.

Pension: Employer contribution of 4% of salary; employee contribution of 3% of salary.

Holiday: 25 days per annum (increasing in line with length of service), plus statutory public holidays.

Probation: 6 months.

Start Date: June / July, depending on notice period.

Location: Multistory, 1st Floor, Town Hall, Lodge Road, West Bromwich, B70 8DY.

Please note: this application process is open to everyone; however, we will prioritise those who live in, or come from, Sandwell and the Black Country.

Multistory is committed to supporting equity, diversity and inclusion among our staff. We actively encourage applications from those with lived experience of inequality currently under-represented in the cultural sector and representative of the diverse communities of the region, including people from Black, Asian, and Global Majority backgrounds and people who identify as D/deaf, disabled, neuro-diverse or LGBTQ+.

We guarantee an interview to anyone who identifies as one or more of the above and who meets the requirements detailed in the job description and person specification.

About Multistory

Multistory is a community arts organisation and Arts Council England NPO. We have been based in the borough of Sandwell since 2006 and the people and place shape our work. We build meaningful connections between local communities and artists to produce creative projects that tell stories of everyday life. We believe in the power of art to reflect the times we live in and to bring people together. We work with a wide range of communities, creatives and partners to reimagine the local area, platform under-represented voices and inspire creativity and social change.

At Multistory, you will find a supportive and committed group who value the work we produce and the people we collaborate with.

Our mission is to produce high quality community-engaged art with local people, that encourages their creativity and participation in community life and is relevant to their experiences.

Our values are:

- **Creativity** – to encourage participation and expression.
- **Collaboration** – with communities, creatives and partners.
- **Accessibility** – to make art and creativity accessible to people that might not have access to it; to make our recruitment processes transparent and open.
- **Inclusivity** – of diverse perspectives / stories; at all levels of the organisation and its work.
- **Sustainability** – social, environmental; economic.

Our arts programme is built around the following themes.

People Heritage and Place / to work alongside people in Sandwell, creatives and partners to explore and celebrate local heritage and place.

Environment and Urban Greening / to engage local communities with creative responses to issues around the environment and to increase opportunities for people in Sandwell to improve the environmental quality of their neighbourhoods.

Developing Practice / to support and nurture local artistic practices and platform arts and creativity from the region.



Jaskirt Boora artist talk at Moseley Road Baths, 2022 © Ryley Morton

Summary of Current Programme

We are Wednesbury

Wednesbury is one of 68 towns taking part in Historic England's National High Street Heritage Action Zones which is a nationwide initiative designed to improve our historic high streets for the communities who use them. We are Wednesbury arts programme celebrates the town's community life; it invites its residents to share its histories and stories, and to collectively imagine possibilities for its future. 2023/24 will be the final year of a four-year cultural programme.

Green Roots

Between now and 2025, Multistory will work with artists and local communities to co-produce *Green Roots*, an artistic programme as part of the wider West Bromwich Town Improvement Plan. The Town Improvement Plan aims to animate the town centre with new green parks and places for meeting, and to nurture environmentally resilient communities.

Activities taking place across the programme will include; artist led workshops and interventions, exhibitions, community mapping exercises to document wildlife in the local area and record people's stories and relationship to their natural surroundings. A series of seasonal walks will take place yearly, where

we'll investigate the wildflowers and weeds that are growing in hedges and on the pavements and verges of the town.

Blast Creative Network (BCN)

Set up as a response to a need for more skills development opportunities for creatives in Sandwell and the Black Country, the BCN offers a space for knowledge sharing and support, with free talks, workshops and social events taking place each year. We established BCN to platform the practices of local artists and creatives at all stages in their lives. We offer yearly, paid opportunities such as bursaries, a group exhibition, and a journal of art writing.



Out of Time walk, artist Mark Murphy, Blast! Festival 2019 © Multistory



Real Arts Workshop, We are Wednesbury 2022 © Phillip Parnell

Job Description

Job Title: Project Co-ordinator

Responsible to: Programme Manager

Job Purpose: Co-ordination and delivery of projects that contribute to the aims of the arts programme and business plan objectives

Responsibilities

1. Research, planning, development, curation and delivery of the arts programme.
2. Co-ordination of projects, including the creation of project plans, working closely with artists and partners, identification and management of resources required and ensuring effective communication, monitoring and evaluation takes place.
3. Development of new and existing relationships with community groups, project partners, artists and suppliers to meet programme aims.

Programme Support

1. Co-ordinate and administer the arts programme projects in line with their aims, objectives, targets, budgets and project plans.
2. Liaise with partners, artists and community groups to fulfil project development and delivery objectives.
3. Liaise with freelancers (website designers, graphic designers, etc) to co-ordinate the use of their skills when needed for projects.
4. Carry out hands-on project delivery when required, including facilitating workshops and events and installation / de-installation of community exhibitions.
5. Support the Social Media & Marketing Co-ordinator to ensure that marketing and publicity plans for projects and promotion for events are implemented.
6. Support the team with event planning, co-ordination and delivery, including the use of booking software, and attend events when required.
7. Maintain an overview of the organisation's project delivery plan and calendar of project milestones and report on status when required.
8. Follow processes for monitoring and evaluation of projects: ensure data is collected and recorded for the provision of information to meet company and funder requirements.
9. Use the Arts Council audience data and monitoring tools to record Multistory's engagement data and support the production of evaluation reports.
10. Support the management of Multistory's social media channels and website and the production of reports on analytics and digital reach across all platforms.
11. Upload and distribute Multistory's content across digital platforms, following up-to-date accessibility requirements (eg: website, social media, e.newsletter) on a regular basis so that it tells the story of our work.
12. Generate digital media including short films, images, graphics, for use across digital platforms.

General Administration

13. Maintaining office systems and files.
14. Responding to telephone and email enquiries.
15. Maintain and develop the Multistory mailing lists.
16. Organise and maintain the electronic Multistory Archive folder on the company server.
17. Organise and maintain the physical Multistory archive.
18. Attend and contribute to staff and external meetings.
19. Represent Multistory at events when required.
20. Attend relevant staff training as required and contribute to your review meetings and learning and development needs assessments.
21. Keep up to date with developments in the visual and participatory arts sector.
22. Work evenings and weekends as required.
23. Undertake such other duties appropriate to the post as may be required from time to time by the Line Manager and / or the Director.

NB: this job description is not exhaustive and may be subject to review and amended to meet the changing needs of the company. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

NNB: you may be required to apply for an enhanced DBS certificate.

Personal Qualities and Values

We are committed to being an equal opportunity employer and we celebrate diversity in all its forms. You will be expected to share the qualities and values listed below.

1. A commitment to equality, diversity, accessibility and inclusion.
2. A commitment to collaborative working and co-production.

3. Be passionate about participatory arts and committed to working with communities in Sandwell and the Black Country.

Person Profile and Key Skills

Candidates for this post should be able to demonstrate some, or all, of the following.

1. Strong co-ordination and administrative skills with attention to detail and efficient management of time, multiple tasks and priorities.
2. Experience in working creatively, flexibly, effectively and sensitively with a range of artists and organisations.
3. Ability to deliver creative arts projects.
4. Ability to create digital outputs.
5. Ability to work on own initiative, and as part of a team, and anticipate situations and problems and find appropriate solutions.
6. Excellent communication and collaborative skills.
7. Self-motivated and organised.
8. Knowledge and experience of social networking tools and able to learn new website and IT systems.
9. Working knowledge of Microsoft Office and / or Google Workspace.
10. Available to work outside of standard office hours when required.

Desirable

1. Experience of working in the not for profit / charity sector.
2. Knowledge of Adobe Photoshop and In-Design but training can be provided.
3. Knowledge of multimedia production and understanding of digital media equipment.
4. Experience of using Apple computers.
5. Clean driving license.

HOW TO APPLY

The deadline for returning your application is 8 am on Monday 24 April, 2023.

Please email the following to **info@multistory.org.uk** with the job title in the subject line:

1. Your **CV**.
2. A **statement** that details your relevant experience for this role and outlining how you meet the job description and person spec requirements, giving examples of experience and knowledge, skills and abilities. You can also provide a sound recording or video (no more than 4 minutes).
3. Tell us what **your relationship is to Sandwell and/or the Black Country** if relevant.
4. The **monitoring form** provided.
5. The **name and address of two referees**; we will only contact these if you are offered the job.
6. In the email, please include your name, address and mobile number.

If you have any questions about the role or would like to speak to someone before applying, feel free to email **info@multistory.org.uk** to arrange an informal chat.

If you require any support to be able to take part in the interview process, please let us know when you apply, and we will ensure it is accessible for you.

The post does require you to live in the UK and it is open to people who are UK residents or who already have the right to live and work in the UK, because Multistory is not in a position to sponsor a work visa.

We will prioritise those who live in, or come from, Sandwell and the Black Country.

Selection Process

We'll produce a shortlist of candidates using the job description and person specification as the selection criteria and, if you're shortlisted, we'll get in touch no later than lunchtime on Friday 28 April, to schedule an in-person interview which we are aiming to be held on Wednesday 3 May 2023 at our offices in West Bromwich. If you can, please keep this date free in your diary.

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and Global Majority backgrounds and people who identify as D/deaf, disabled, neuro-diverse or LGBTQ+.

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We will require two references before confirming an offer of employment.

We are an Arts Council National Portfolio Organisation, revenue funded by Sandwell Council and a limited company and a registered charity. Further information can be found on our website www.multistory.org.uk



Girl Gaze exhibition, Blast! Festival 2019 © Multistory