

## Culture Collective Project Coordinator

Part-time Role – Culture Collective Project Coordinator

Fee: £200 per day

Time commitment: 84 days across 18 months to be agreed with candidate.

We are seeking a Project Coordinator to support the delivery of our Culture Collective activity, coordinating plans, relationships, logistics and communication across the life of the project.

This part-time freelance role will help keep the project organised and connected, working with artists, participants, partners and the Creative Engagement team to ensure activity is well planned, well communicated and delivered smoothly.

We are looking for someone who can build strong working relationships, coordinate multiple strands of activity, and provide reliable administrative and practical support across an 18-month programme.

You will work closely with our Creative Engagement team to coordinate activity, schedules, communication and practical delivery across the project.

The exact shape of the work will continue to develop as the project progresses, and the coordinator will help keep activity aligned, documented and responsive to the needs of participants, artists and partners.

We are keen to hear from people with strong coordination and communication skills, experience of community or creative project delivery.

### **Success will mean:**

- Project activity is well coordinated, clearly communicated and delivered effectively across the 18-month period.
- Artists, participants, partners and team members feel informed, supported and connected throughout the project.
- Project records, schedules and practical arrangements are maintained accurately and reliably.
- The project leaves a positive legacy through strong relationships, effective delivery and opportunities for future creative collaboration.

### Key tasks

<b>Coordinate project delivery</b>	Support the planning and day-to-day coordination of Culture Collective activity, helping to keep timelines, meetings, actions and delivery on track.
<b>Communicate with partners</b>	Act as a key point of contact for artists, participants, partners and team members, sharing information clearly and helping maintain strong working relationships.

<b>Manage administration</b>	Maintain schedules, records, notes and practical arrangements, ensuring project information is organised, accurate and accessible.
<b>Support inclusive delivery</b>	Work with the Creative Engagement team to ensure activity is delivered in ways that are welcoming, inclusive and responsive to the needs of neurodivergent participants.
<b>Coordinate with Marketing Team</b>	Capture photographs and gather suitable content from events for social media, then share these with the Marketing team to support activity.

### Person Specification

Essential	<ul style="list-style-type: none"> <li>• Experience of coordinating projects, programmes or events within community, cultural or creative settings</li> <li>• Strong planning, administration and organisational skills</li> <li>• Strong written and verbal communication skills, with the ability to build positive working relationships</li> <li>• Experience of working in ways that are inclusive, accessible and responsive to different communication and sensory needs</li> <li>• Ability to work independently, manage priorities and support multiple strands of activity at once</li> <li>• Confidence using basic digital tools for communication, scheduling and record keeping</li> <li>• PVG membership</li> </ul>
Desirable	<p>Experience of supporting participatory arts, community engagement or socially engaged creative projects</p> <p>Knowledge of local communities, partners or networks relevant to the project</p> <p>Driving licence</p>

### The Organisation

Ayr Gaiety Partnership is the charity and social enterprise that runs The Gaiety Theatre and an increasing range of producing, touring and creative engagement activities. The Theatre is 124 years old and we have always aspired to be much more than just a theatre building, with community-based activity very much part of what we do.

Our Creative Engagement department operate within Gaiety 2. A Creative engagement venue just around the corner from our main Theatre. It is a community hub filled with classes and events for all ages allowing them to actively participate in the creative arts.

This space allows us to progress our community engagement work even further.

#### Application process –

Please apply with cv and covering letter stating why you would like to work with us on this project and how you think your experience is relevant, by email to [recruitment@ayrgaiety.co.uk](mailto:recruitment@ayrgaiety.co.uk) **by midnight on Friday July 3<sup>rd</sup>** **We will let successful candidates know by July 10<sup>th</sup> and hope to have interviews on 16<sup>th</sup> and 17<sup>th</sup> July.** If you'd like to discuss the post, please contact Head of Creative Engagement Jacqui Gavigan, by email [jacqui.gavigan@ayrgaiety.co.uk](mailto:jacqui.gavigan@ayrgaiety.co.uk) to fix up a phone call.

We believe that having people with different experiences and interests makes a vibrant workplace. We welcome applications from people of all backgrounds. And we are of course an Equal Opportunities employer. (So, we also ask you to complete and return an equal opportunities form.)