

Assistant Project Coordinator

Part-time Role – Assistant Project coordinator

Fee: £125 per day

Time commitment: 156 days across 18 months

The role will work across all Culture Collective and creative engagement events.

We are seeking an assistant Project coordinator to support delivery across all Culture Collective and creative engagement events, helping coordinate plans, relationships, logistics and communication across the life of the programme. This post is distinct from the main coordinator roles and is designed as a supported learning opportunity within the team.

This part-time freelance role is also a training opportunity that will help keep Culture Collective and wider creative engagement activity organised and connected, working with artists, participants, partners and the Creative Engagement team to ensure events and activity are well planned, well communicated and delivered smoothly.

We are looking for someone who can build strong working relationships, support coordination across multiple strands of activity, and provide reliable administrative and practical support across an 18-month programme, while developing their skills through learning from the coordinators in post and the Creative Engagement team.

This role offers an opportunity to play a key part in supporting a creative community programme over time, while gaining experience and confidence through hands-on learning alongside the two coordinators in post and the wider Creative Engagement team.

The exact shape of the work will continue to develop as activity progresses, and the trainee assistant project coordinator will support the coordinators and Creative Engagement team to help keep delivery aligned, documented and responsive to the needs of participants, artists and partners. The role is intended to build confidence, knowledge and practical skills over time.

Success will mean:

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

Key tasks

Support delivery coordination	Support the planning and day-to-day coordination of Culture Collective and creative engagement activity, helping to keep timelines, meetings, actions and delivery on track.
Support communication	Support communication with artists, participants, partners and team members, sharing information clearly and helping maintain strong working relationships across events and activity.
Support administration	Maintain schedules, records, notes and practical arrangements, ensuring information relating to events and activity is organised, accurate and accessible.
Support inclusive events	Work with the Creative Engagement team to support activity in ways that are welcoming, inclusive and responsive to the needs of neurodivergent participants across Culture Collective and creative engagement events.
Coordinate with Marketing team	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"> • An interest in developing skills in project coordination, administration or event support within community, cultural or creative settings • Good planning and organisational skills, with the ability to keep information clear and up to date • Good written and verbal communication skills, with the ability to build positive working relationships • A willingness to learn from others, take guidance and build confidence through hands-on experience • An ability to work in ways that are inclusive, accessible and responsive to different communication and sensory needs • Confidence using basic digital tools for communication, scheduling and record keeping, or a willingness to learn • PVG membership
Desirable	<p>Some experience of supporting participatory arts, community engagement or socially engaged creative activity</p> <p>An interest in local communities, partners or networks relevant to the work</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 **by midnight on Friday July 3rd** **We will let successful candidates know by July 10th and hope to have interviews on 16th and 17th July.** If you'd like to discuss the post, please contact Head of Creative Engagement Jacquii Gavigan, by email jacquii.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.)