

Introduction

This pack contains information on the role of **In Focus Programme Coordinator**, including the job description, person specification, overview of Photoworks and how to apply.

About Photoworks

Photoworks champions photography for everyone. We are an international platform, global in reach, and have provided opportunities for artists and audiences since 1995. We do not have a physical venue, but our online channels are always open. Our programme brings new experiences to audiences and opens new ways to encounter photography.

Photoworks is a registered charity and the only organisation with a national remit for photography in England. Our work is supported by public funding through Arts Council England's National Portfolio.

We partner with organisations and venues across the UK to deliver our programmes. We are a small team of seven full-time and part-time staff, supported by freelancers and artist facilitators.

About the role

This is an opportunity to support creation of new work by a neurodivergent adult and develop and co-ordinate creative activity with and for neurodivergent adults and their carers in Portsmouth. This role is freelance starting asap and finishing by end April 24.

About you

You are an enthusiastic and dynamic person with a passion for inclusive practice, curating and increasing participation and engagement in the cultural sector.

We are an equal opportunities employer and welcome applications from candidates of all backgrounds.

To apply, please email your CV (no more than two pages) and a cover letter outlining how you meet the criteria for the role to jobs@photoworks.org.uk. If you would like to submit your application as a video or audio file, please contact ricardo@photoworks.org.uk.

Deadline for applications is **9am on Monday 12 September 2022**. Interviews will take place online on **Wednesday 21 September 2022**.

You must also complete our anonymous monitoring form (online).

Job title:	In Focus Programme Coordinator (freelance)
Location:	This role requires regular travel to Portsmouth to co-ordinate programme activity. Remote working with the option to be based in our office in Brighton.
Working hours:	Part-time, freelance equivalent of 1 day per week. Usual working hours are 8 hours per day. We have flexible start/end times between 08:00 – 9:45 and 16:00 – 18:00. Some evening and weekend working will be required (by prior agreement).
Line manager:	Director
Salary:	£7,800 (inc VAT) for 78 days work, equating roughly to 1 x day per week for 17/18 months, depending on start date. Finishing by end April 24 – with some days held for exhibition production & install weeks in April 24.
Pension:	N/A
Annual leave:	N/A
Contract type:	Freelance

Job description

Purpose of the role

Working closely with the Curatorial & Learning team, the In Focus Programme Coordinator (Coordinator) will be responsible for coordinating delivery of In Focus – providing administrative and production support for successful delivery of a major co-commission (supporting the creation of new work specifically by a neurodivergent adult, who may be non-verbal or require complex support*), a series of inclusive photography clubs, and public exhibition at Aspex Portsmouth (to include public programme of events).

*specialist support for commissioned artist will also be in place.

The Coordinator will be responsible for supporting day to day administration and delivery of high-quality programme activity, working with strategic partners including Aspex Portsmouth, Project Art Works and Portsmouth based adult social care providers as well as artist facilitators, neurodivergent adults and their carers. The Coordinator will play a key role in delivering Photoworks' commitment to reaching audiences who face barriers to engagement.

The Coordinator will be responsible for ensuring that all activity complies with Photoworks' rigorous safeguarding standards.

About In Focus

In Focus is a programme run by Photoworks and is part of a wider programme called Explorers; comprising awareness-raising activity, commissions, exhibitions, seminars and events developed by Project Art Works in partnership with Photoworks and other cultural partners, with and for neurodivergent communities, placing them at the heart of social, civic and cultural activity.

In Focus commissions support the creation of new work specifically by neurodivergent adults, including those who may be non-verbal or require complex support.

In Focus also includes photography clubs and public events designed with/for neuro-divergent communities. Find out more here: [**photoworks.org.uk/explorers/**](https://photoworks.org.uk/explorers/)

Main responsibilities

- Working closely with the Learning/Curatorial team, coordinate delivery of a major solo co-commission, series of inclusive photography clubs and production of an exhibition in Portsmouth.
- With the Learning/Curatorial team, recruit and oversee the commissioned artist, artist facilitator and artist trainer, acting as their main point of contact on a day to day basis.
- Liaise with project partners Aspex Portsmouth and Project Art Works as well as specialist organisations and agencies (adult social care), PAs (carers) and community groups.
- Working with the Learning/Curatorial team, foster new partnership opportunities with organisations.

- Work with the Deputy Director and Marketing Officer and partners to ensure prompt and relevant communications of the programme across relevant communications channels (including website and social media).
- Coordinate smooth delivery of the inclusive photography club workshops & public programme (events).
- Work with Curatorial team to support the artist in the production of the exhibition.
- Ensure that all programme activity and events are documented and archived.
- Support the effective and ongoing monitoring, documentation & evaluation of Photoworks' learning and engagement activity.
- Manage effective communication with partners, artists, participants, and carers.
- Ensure all activities comply with Photoworks' rigorous safeguarding standards and paperwork is kept up to date. This includes contracts, consent forms and workshop/event registration procedures.
- Coordinate venue booking with Aspex Portsmouth
- Work with the Marketing Officer, Learning/Curatorial team to co-ordinate (promote, book and manage) events and activities.
- Work with the Marketing Officer to ensure digital content (news, films, virtual tours, showcases etc) is regularly uploaded to the website and kept up to date.

Other

- Lead on all administrative tasks required for the project and in order to meet the commissioned artists' needs.
- Manage and act as point of contact for any volunteers working to support the programme.
- Assist the team in the efficient day-to-day running of the organisation when needed.
- Act in accordance with Photoworks policies including diversity, equal opportunities, safeguarding and H&S.
- All Photoworks employees (freelance or salaried) are required to support the organisation's fundraising aims - by acting as ambassadors for the organisation, supporting relationships with existing and prospective funders, and identifying opportunities.
- As a member of the Photoworks team you will be an advocate for the organisation and will be asked to attend key events and exhibitions in our programme, which includes UK travel.

COMPETENCIES

Knowledge and experience (essential)

- Two years' experience of working in a similar role.

- Educated in a relevant subject, or good general knowledge of history of art/photography practice, or experience of working in the (visual) arts (including voluntary/freelance roles).
- Experience of exhibition production.
- Experience of arts administration (working with artists, venues, cultural partners)
- An in-depth knowledge of, and experience of implementing, safeguarding procedures when working with children and vulnerable groups.
- Event management experience.
- Experience of working within a team and with a range of partners, with a flexible, open and collaborative approach.
- Experience of commissioning work from, and overseeing the work of, artists and other freelancers.
- Experience of managing and forecasting budgets.

Knowledge and experience (desirable)

- Experience of managing artists/arts commissions.
- Experience of working with neurodivergent adults (or children & young people).
- An understanding of the adult social care sector.

Skills and abilities (essential)

- Excellent organisational skills, with the ability to plan and deliver multiple projects simultaneously to time, to budget and to a high standard.
- The ability to stay calm under pressure and prioritise workload to accommodate urgent tasks.
- Strong interpersonal skills, with an ability to build effective working relationships with a range of colleagues and stakeholders, and a positive manner.
- Commitment to promoting and supporting principles of diversity and inclusion through programming and your approach to work.
- High degree of IT literacy, including proficiency in using all Microsoft Office applications and wordpress
- Excellent communication skills with the ability to communicate effectively with a range of people such as artists and external partners.

Skills and abilities (desirable)

- Ability to write and edit programme text which is accessible to a wide range of people.
- Facilitation skills (running workshops)
- Full clean driving license.

Attributes and personal qualities

- A commitment to, and understanding of, the principles of diversity and representation combined with how to apply them to everything you do at work.

- Strategic and creative thinker, flexible and open to new ways of working.
- Passion for communicating with and inspiring audiences, communities and partners.
- A strong interest in inclusive practice, learning and engagement in the cultural sector.
- Knowledge of and interest in history of photography/history of art, contemporary photography and cultural trends.
- Interest in working at Photoworks.