



## **In-Situ Programme Coordinator**

**4 days per week** (could be increased to full time dependent on funding)

**3 year fixed term contract**

**Salary £28,495k pro rata**

**Location:** The Garage, Northlight, Brierfield, Pendle, East Lancashire

**Hours of work:** flexible

**Application deadline:** Monday 25<sup>th</sup> March 2019 5 PM

**Interviews:** Thursday 4<sup>th</sup> April 2019

In-Situ is recruiting a new team member to co-ordinate and deliver our programme.

We are seeking a motivated and dynamic person, who is passionate and knowledgeable about socially engaged art and the environment and is experienced in project and budget management and fundraising.

In-Situ operates as a democratic, non-hierarchical arts organisation: all team members are paid the same salary\*, and all team members are equally involved in decision-making and the development of the organization. As such it is imperative that the new recruit is a team worker who openly contributes and shares ideas, knowledge and information. A creative approach is essential, as is enthusiasm and commitment.

\* with the exception of the internship, which is paid at the voluntary living wage

In-Situ is embedded in Pendle, which benefits from a multicultural community and we encourage applications from people based in the region and applications from diverse backgrounds.

### **How To Apply:**

Please apply by sending:

- A letter of application (max 3 pages), outlining:
  - Why you are interested in the position of Programme Coordinator;
  - Details of relevant past experience, including commissioning, curating, project management, budget management and fundraising (links to past projects can be included);

- Skills, interests, knowledge and personal attributes you will bring to In-Situ;
- Full CV;
- Name and contact details of 2 referees

Applications to be sent to [paul@in-situ.org.uk](mailto:paul@in-situ.org.uk)

To arrive no later than **Monday 25<sup>th</sup> March 2019 5 PM**

### **About In-Situ**

In-Situ is an artist led organisation embedding art into everyday life in Pendle.

In-Situ's Vision is:

- For art to be part of everyday life
- For our art to challenge current thinking about environment, people, place and culture
- For our art to be an art of action
- For our art to contribute to society as a whole

In-Situ create the infrastructure and conditions for art, artists, and culture to be a valued and relevant aspect to the everyday life of Pendle's people and places.

The term 'embedded practice' describes the work In-Situ does as an organisation, enables and advocates. Working closely and responsively with local communities, partner organisations, artists, stakeholders, and experts from other disciplines In-Situ produces art that addresses local issues with the aim to make a positive difference to people's lives and the environment.

In-Situ's business plan has three main programme themes:

- Environment (projects that work with diverse rural and urban places of Pendle)
- Intercultural (projects that work with the diverse people and communities of Pendle)
- Education & Sustainability (projects that explore learning and knowledge in and from Pendle)

In-Situ enables the exploration of these themes through creative and critical approaches that transverse art and social practice. Collaboration, co-production, interdisciplinary working and shared learning underpin the creative activity that In-Situ nurtures and allows to flourish.

In-Situ embraces the slow, attentive and exploratory nature of this embedded practice: taking responsibility to build, grow and sustain conditions that enable fresh perspectives and collective action that positively transforms people's lives.

In 2017, In-Situ was awarded Arts Council of England (ACE) NPO status, securing four years of core funding (2018-2022). In addition, ACE also

awarded In-Situ a capital grant to relocate into their own premise: The Garage, Northlight Mill, Brierfield. [www.in-situ.org.uk](http://www.in-situ.org.uk)

## **Programme Coordinator**

### **Job description**

The Programme Coordinator will be responsible for the delivery of our programme. Full Duties listed below.

### **Programme Coordinator Duties**

- Full project management of In-Situ's Programme. This will include:
  - Writing project briefs;
  - Shortlisting and selecting artists and practitioners;
  - Writing commission/residency contracts;
  - Supporting commissioned practitioners: accommodation, logistics and risk assessments, introductions to partners, introductions to community groups, site visits, contacts including local suppliers and trades, general orientation, and general day-to-day project support;
  - Liaising with project partners and collaborators;
  - Managing the programme budgets;
  - Working closely with Marketing & Comms, supplying copy and images, and regular programme updates;
  - Regular social media posting;
  - Conference / seminar planning and delivery;
  - Attending programme events, which will occasionally include evening and weekend working;
  - Arranging room and venue hire;
  - Meeting ACE and project partners' reporting requirements for the programme: audience/user/participant/collaborator data, audience/user/participant/collaborator feedback, and project evaluation;
  - Fundraising;
  - Remaining abreast of contemporary social art practice debate and knowledge.
  
- Working closely with the core team, attending and participating in team meetings, ensuring Dropbox files and shared platforms are up to date, sharing information and contacts, contributing ideas and knowledge, and grant/income generation;
- Abide by In-Situ's Code of Ethics - <http://www.in-situ.org.uk/ethics/> ;
- Support day-to-day running of The Garage: greeting visitors and general housekeeping;

- Budget management and finance - invoices, petty cash, expenses and recording funding/income/donations to the programme;
- Contributing to the general upkeep of office equipment, including: printers, paper, stamps and other stationery, ordering stock as necessary and liaising with other staff members as appropriate;
- Ensuring relevant mailing lists are kept up to date;
- Championing In-Situ locally, regionally and nationally

## Personal Specification

<b>Requirements</b>	Essential (E) or Desirable (D)
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• Educated to undergraduate degree level (or equivalent)</li> <li>• Education to post graduate level in a subject relevant to this position</li> </ul>	E D
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Experience of engaging communities</li> <li>• Experience of writing project briefs and commissioning artists</li> <li>• Experience of supporting artists and practitioners</li> <li>• Experience of arts project management, inclusive of monitoring and evaluation</li> <li>• Experience of working in, or knowledge of, working across different disciplines</li> <li>• Experience of partnership working</li> <li>• Experience of organising conferences</li> <li>• Experience of general office procedures e.g. open office working, team meetings, sharing day-to-day tasks like brew making, washing up, etc.</li> <li>• Experience of minute taking and accurate recording of meetings</li> <li>• Experience of blogging</li> </ul>	E E E D E E D D D
<b>Knowledge &amp; Skills</b>	Essential (E) or Desirable (D)

<ul style="list-style-type: none"> <li>• Critical awareness and knowledge of contemporary art practice, specifically: socially engaged art, environmental/ecological art, non-gallery art, social art practice and art as activism</li> <li>• Knowledge of current thinking around engagement and participation</li> <li>• Critical awareness of the impact of working in communities</li> <li>• Excellent inter-personal and communication skills</li> <li>• Excellent public speaking and presentation skills</li> <li>• Proven record of fundraising including successful grant/awards/trust applications</li> <li>• Management of budgets over £10k</li> <li>• Documentation skills – photography, writing</li> <li>• Competent working knowledge MS OFFICE</li> <li>• Ability to commit to occasional evening and weekend working</li> <li>• Current Driving Licence</li> <li>• Adept in social media</li> <li>• Ability to use Photoshop or similar programs</li> </ul>	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p>
<b>Personal Attributes</b>	
<ul style="list-style-type: none"> <li>• Pro-active, positive, co-operative and a team worker</li> <li>• Self motivated and ability to work under own initiative</li> <li>• Excellent communication skills</li> <li>• Friendly, down to earth and approachable</li> <li>• Ability to problem solve</li> <li>• Respect for others</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

## Additional Information

### Pendle Hill Landscape Partnership

Pendle Hill Landscape Partnership (PHLP) is a four-year Heritage Lottery Funded programme to restore the Pendle Hill Landscape, with Forest of Bowland Area of Outstanding Natural Beauty. This ambitious programme of landscape restoration activity looks to re-connect people with their landscape and their past, to connect BAME communities to the rural landscape, to safeguard the area's wildlife and heritage, and to improve access to this popular countryside area. In-Situ are partnered with PHLP to deliver The Gatherings – the art and people strand of the scheme.

## **The Gatherings**

The Gatherings programme embeds arts practice into the Pendle Hill Landscape Partnership themes: Archaeology, High Nature Value, Traditional Boundaries, Woodlands, and Pendle Hill Summit.

The Gatherings programme consists of temporary interventions, events, residencies, films and public gatherings. The art projects, beginning in 2018, will evolve in partnership and collaboration with the other PHLP partners, developing and responding to the project strands and the programme of works as they progress over the 4-year delivery period. The creative outputs and new knowledge gained will be shared in year 4 (2022) at a 3-day conference.

The Gatherings Programme (2018-2022) consists of:

- 10 commissioned artists over the 4 year period
- 3 annual public gathering events to share creative and project outputs - May 2019, 2020, 2021
- 2 symposia exploring arts and ecology multi and interdisciplinary practice (2018 & 2020)
- A 3 day Conference at the end of the PHP programme (2022) to share learning and practice; specifically: multidisciplinary and interdisciplinary practice; social and ecological approaches for a sustained landscape; people to Pendle Hill's rural landscape – Pendle Hill's rural landscape to people – a socially engaged approach; an ecosystem service approach; and shared and plural values.
- Essays to chronicle the research, activity and outcomes of the various artist commissions

## **Intercultural**

Building on the 2015 project, *Shapes of Water Sounds of Hope* with Suzanne Lacy (commissioned through Super Slow Way) that involved two local community organisations: Building Bridges and Brierfield Action in the Community. The recent collaboration with Super Slow Way, Building Bridges with US artist, Suzanne Lacy evidenced a shift in cross-cultural participation: 40% BME, 60% White-British, and raised confidence of intercultural art across our communities. We aim to build a shared programme over the next three years that promotes social and cultural cohesion and dialogue through meaningful intercultural art projects. We will be exploring further opportunities for intercultural practice, with respect to faith, ethnicity, gender and generations and explore further how art can provide bridges across cultures and promote diversity. We will further deepen our engagement with a range of protected characteristic groups we have worked with in phase one including, Asian women and older people

2018 In-Situ will continue work in partnership with Building Bridges Pendle, Brierfield Action in the Community and Super Slow Way to develop a partnership programme: *Fusion*, which picks up on issues and challenges raised during the social engagement strands of Suzanne Lacy's project delivered with In-Situ. Funding will be sought as a consortium bid. If successful,

artists will be selected and appointed late 2019 to hopefully begin before the year 2 end, March 2020.

A significant element of the programme of creative conversations will be **Talkaoke**, a pop-up community talk show created by The People Speak. This will include a training programme for local residents who will host the Talkaoke sessions [www.talkaoke.com](http://www.talkaoke.com)

### **Education and Sustainability**

In-Situ is currently developing an education and sustainability programme aimed at artists, freelancers, creative and social entrepreneurs. It will uniquely combine a critical analysis of new forms of work with practical support for participants to increase their chances of success in navigating this new economy. In-Situ will provide insights and analysis regarding alternative economies and structures as well as new forms of work. In-Situ can also provide support to enable participants to recalibrate what success could look like, challenging traditional aspirations to better equip them to survive and flourish in the new economy. To deliver this, In-Situ will work with a range of partners in each of these areas to provide specialist insights and support, and a tailored package for participants.

### **The Faculty of Social Art Practice**

Building on a pilot a pilot in 2017, working in partnership with Heart of Glass, the Faculty is a series of co-led residencies, supplemented by theoretical reading and critical reflection, it offers artists, curators and creative producers and connected disciplines the opportunity to engage with the debate, examine the practice and take part in meaningful conversation. The dialogic nature of the methodology enables tutors and participants to break down traditional barriers between learner and teacher taking each of them on a shared journey.