

Project Coordinator: Hackney Windrush Art Commissions

This role aims to address the acute lack of representation in the visual arts of Black arts professionals.

This position is supported by Freelands Foundation.

PART-TIME: 4 days per week

SALARY: £26,000 pro rata (£20,800 for 4 days per week)

REPORTING TO: Lewis Gilbert: Curator, Create London and Petra Roberts: Cultural Development Manager, London Borough of Hackney

ANNUAL LEAVE: 22.5 days (28 days pro rata) plus statutory holidays

PENSION: 4% if matched by employee

You will initially work remotely, under restrictions due to COVID_19. Once these are lifted, you will be based at Create London, Barbican Centre, Silk Street, London, EC2Y 8DS and at Hackney Council, Hackney Town Hall, Mare Street, Hackney.

Office hours at Create are usually 9.30am to 5.30pm, Monday to Friday; this may vary and the post-holder will be required to work some evenings and weekends as the programme dictates.

INTRODUCTION

In June 2020 Thomas J Price and Veronica Ryan were commissioned by Hackney Council to create two new individual public artworks celebrating and honouring Hackney's Windrush Generation, the first permanent public sculptures to do so in the UK.

The artworks will be unveiled in 2021 and 2022 and will be installed in two different locations at the heart of civic and community life in the borough, including outside Hackney Town Hall. The works will serve as a permanent expression of solidarity with the Windrush Generation, a recognition of the hugely significant contribution they have made to life in Hackney and the UK and will symbolise the ongoing commitment from the borough to provide refuge and welcome migrants.

In August 2018, Hackney became the first local authority in the UK to pass a comprehensive motion regarding the Windrush Generation, pledging to oppose the criminalisation of Windrush families, calling for an end to the 'hostile environment' policies and for support for those who have been affected by them.

THE ROLE

The Project Coordinator will assist the Curator and the Council's culture team on the Windrush Art Commissions over the course of 2021-2022. Commissioned by the London Borough of Hackney and produced by Create, two new, permanent, public artworks in Central Hackney will celebrate and honour the Windrush Generation.

The Project Coordinator will coordinate the delivery of the Windrush engagement programme, working with London Borough of Hackney, community groups and schools on the programme that will accompany the commissions, including workshops, events, talks, resources and seminars across a range of disciplines. This is a shared post and therefore the Project Coordinator reports to the Curator 2 days a week and to the Council's Cultural Development Manager 2 days a week. Overall line management responsibility, human resources and recruitment will be managed by Create.

WHAT DOES THE ROLE INVOLVE?

- Coordinate the public engagement programme for both Windrush art commissions, ensuring they are delivered to the highest standard, on budget and in a timely manner.
- Sensitively collaborate with the Curators, artists, local organisations and programme partners to develop and ensure smooth delivery of the programme.
- Provide effective care and support to community partners, being a point of contact, as well as listening to feedback and shaping processes and projects in response.
- Coordinate the production of projects and workshops, including hire of equipment, logistics and drafting risk assessments and method statements.
- Map existing community activities and work with community partners to advertise upcoming Windrush programmes.
- Assist the Council's Culture Team with the community engagement and audience development activities in order to activate local pride and a sense of place for residents.
- Work in collaboration with a broad range of associates including artists, architects, local authority staff, young people and members of the public.
- Develop meaningful connections and strategic partnerships with non-arts organisations, groups, communities and individuals where appropriate.

- Manage project budgets and incoming invoices, reporting regularly to the Curator and Co-Director.
- Work closely with Create's Communications Manager and Hackney Council's Communications Manager for Culture as well as external project partners to ensure projects are visible and promoted effectively including updating the dedicated Hackney Windrush website.
- Work closely with the Senior Curators and Co-Director to feed into scheduling and ensure that projects correspond to existing and future programme schedules.
- Produce research and documentation material for projects when needed.
- Working with Create's Development Manager, contribute to reports to project funders and sustain effective relationships with Create's major funders and supporters to ensure all projects meet their funding obligations.
- Lead on monitoring and evaluation processes for the project and contribute to organisation-wide monitoring and evaluation.
- Actively contribute to identifying and supporting applications for future funding.

General

- Understand the data protection implications for working with the local authority and comply with the human resource and organisational regulations of the Council following the induction.
- Assist with compiling occasional reports and contributing to Create's board papers.
- Deal with routine enquiries related to the Programme.
- Represent Create at public events, meetings and networking, working evenings and weekends from time-to-time.
- Keep up to date with professional best practice.
- Work in accordance with all of Create's policies, including our Safeguarding Policy, Code of Conduct, Equality, Diversity and Inclusion Policy and Health and Safety Policy.
- Support other members of staff during key moments when required, in accordance with the post holder's skills and qualifications.

- Safeguard members of the public, especially children and young people who are engaged in projects.
- Work independently, often offsite, with support from the core team.
- Undertake other reasonable duties as required by the Senior Management Team.
- Regular contact with studios, artists, galleries and community groups to gather content.
- Support with the social media schedule with support from Create and Hackney Council's Communication's Teams.
- Support with newsletter tools; plan and schedule, including e-invites, newsletters and announcements.
- Ensuring email data is handled responsibly for marketing e-mail communications and newsletters according to data protection regulations.
- Keeping track on social media and e-news when necessary.
- Occasionally copy editing and updating pages on the main website.
- Ensuring content on the homepage is refreshed regularly according to the programme.
- Supporting the broader Communications team (e.g., working with consultants, supporting press events) as and when required.

PERSON SPECIFICATION

We welcome applicants from a range of professional backgrounds, whose experience may diverge from the list below. Where it does, please specify how your experience fits the job role.

Essential skills and attributes

- Two years' experience of working with artists and participants in learning, community, events or artistic programming outside of an institutional setting or transferable skills from another arts and culture setting.
- Experience or understanding of developing engagement around large-scale public realm projects, working with

multiple artists and stakeholders that include local residents, young people and councils.

- Up-to -date knowledge of engagement methodologies and contemporary art practices.
- A creative thinker with a practical, hands-on and collaborative approach to engagement, while also able to work independently and communicate effectively.
- Commitment to ensuring the safety of children, young people and vulnerable adults.
- Current DBS check.
- A commitment to care and quality when working with people of all ages, needs and experience.
- A commitment to equality, diversity and inclusion.
- Excellent verbal and written communication skills with a meticulous attention to detail.
- A self-motivated approach to working and experience of multitasking, an ability to prioritise and plan.
- A highly organised and enthusiastic team player with a desire to further develop a career in contemporary art through contributing to Create's continued success.

Desirable:

- A demonstrable interest in contemporary art and culture, with a particular knowledge of contemporary visual art sector, as well as Create's particular role within it.
- Experience in developing community projects in partnership with other voluntary sector organisations/groups.
- An understanding of or experience working with public sector stakeholders.
- Strong IT skills including word-processing, spreadsheets and e-mail.
- Ability to motivate and engage people in a community setting.

- Proven experience of managing and supporting volunteers effectively, including recruitment, induction, risk assessment, arranging training and ongoing support.
- Ability to communicate effectively, both orally and in writing.
- Ability to prioritise, structure and manage own workload in order to meet targets and deadlines.

ABOUT CREATE LONDON

Create London is an arts organisation dedicated to making long-term projects that are useful to society. We curate, commission and produce work that reimagines the role of the artist in the city, finding new and often surprising ways for art to become part of daily life.

Many of our projects have become non-profit organisations that now operate independently and have continued to grow. This means we have a uniquely cumulative impact, with more jobs created and more artists, places and participants involved with each passing year.

We work with a growing network of cultural institutions, local and city governments, project partners, residents, artists, architects, curators and practitioners. We are part of a movement across the UK and internationally that seeks to extend what art can do, who makes it and who it is for.

The 2018 *Panic!* research commissioned by Create London demonstrates a lack of representation within the arts of people from Black, Asian and Minority Ethnic heritage, those who are facing barriers due to difficult socio-economic circumstances and/or are disabled. We particularly welcome applications from people in these under-represented groups.

ABOUT HACKNEY COUNCIL'S CULTURE TEAM

Hackney Council's Cultural Development Team is a small and dynamic team of experienced cultural development managers that report to the Director of Communications, Culture and Engagement.

Hackney is home to an extraordinarily diverse and creative community that includes world-class cultural venues alongside thriving grassroots arts organisations, embracing a wide range of art forms and cultural expressions. The borough has an established reputation as a cultural destination, reaching from the Square Mile to Queen Elizabeth Olympic Park, and is currently experiencing rapid growth in technology, media, fashion and other creative sectors.

The Cultural Development Team brokers, negotiates and facilitates opportunities for the local arts and cultural sector and leads directly on

the delivery of high-profile Council initiatives such as Hackney Carnival, Discover Young Hackney, the Mayor's Naming Review into a more inclusive public realm and the Windrush Engagement Programme.

Freelands Foundation was set up in 2015 by Elisabeth Murdoch to give an increased number of people the chance to engage with and enjoy the arts in the UK, with a particular focus on education.

It aims to do this in three ways: by advancing education to enable everyone, regardless of background or location, to take part in the creation and enjoyment of art; by empowering artists and arts organisations across the breadth of the UK to expand their reach in their communities; and by commissioning research that explores the value that art and culture bring to society.

Read more at www.freelandsfoundation.co.uk

SAFER RECRUITMENT

Create London is committed to providing a safe environment for all those working with us, visiting our projects and participating in our programmes. Safe recruitment of all those who work for us is an important part of fulfilling this commitment. All positions are offered subject to meeting the following conditions:

- Receipt of satisfactory references covering the last 2 years of your employment or education.
- A satisfactory DBS check.
- Proof that you are legally entitled to work in the UK

TO APPLY

To apply please send the following documents to info@createlondon.org with the subject title 'Project Coordinator':

1. CV
2. Covering letter, indicating why you wish to apply for the post and any previous relevant experience, responding to points in the outlined role and person specification to demonstrate your suitability. Please state whether you have undertaken safeguarding training (maximum 2 pages of A4)

APPLICATION DEADLINE: 1st March 2021, 10am

INTERVIEWS: w/c 8th March 2021 via Zoom. Please contact us with any specific access needs you may have.