

## **LIGHTHOUSE ARTS AND TRAINING**

### **JOB DESCRIPTION**

<b>Job Title:</b>	Media Arts Programme Coordinator
<b>Reports to:</b>	Head of Media Arts
<b>Annual Salary:</b>	£20,000 (pro rata)
<b>Hours:</b>	Part time post (24 hours per week) until 31 <sup>st</sup> March 09
<b>Annual Leave:</b>	25 days plus bank holidays (pro rata)
<b>Start Date:</b>	As soon as possible

### **Aims of the post:**

- To support the Head of Media Arts in the delivery of the Media Arts programme
- To work as part of the staff team in the delivery of the Lighthouse business plan

### **Specific Duties and Responsibilities:**

- Supporting the Head of Media Arts in delivering the Media Arts programme
- Supporting the Head of Media Arts in proactively building and nurturing relationships with funders and other partners
- Supporting the Head of Media Arts in fundraising and preparing proposals and budgets for the Media Arts programme
- Supporting the Head of Media Arts in researching, planning, timetabling and delivering the Media Arts programme, including the setting of monitoring and evaluation processes and managing budgets
- Supporting the Head of Media Arts in producing publicity materials for the Media Arts programme
- Supporting the Head of Media Arts in ensuring that the Media Arts programme is documented and evaluated in accordance with any contractual obligations with funders
- Supporting the Head of Media Arts in ensuring the programme is planned and budgeted with DDA (Disability and Discrimination Act) compliance in mind
- Ensuring that Lighthouse's Equality and Diversity Policy is adhered to at all times
- Developing and maintaining relationships with artists, arts management, curators and freelancers
- Responding to requests from existing and potential partners/clients
- Advocating for the organisation at a local, regional and national level
- Providing the Head of Media Arts and/or the Chief Executive with project update reports when required
- Answering telephone and written enquiries where appropriate
- Performing any other duties as may reasonably be required by the Head of Media Arts and the Chief Executive

### **Person Specification**

#### **Essential**

- Arts or arts-related degree or relevant professional qualification or relevant experience
- Three years' experience of contemporary / media arts related work
- Understanding of issues surrounding professional development for artists
- Knowledge of funding sources for arts development initiatives

- Good level of computer literacy, particularly experience of Microsoft Office (Word, Excel and Outlook) on either Mac or PC
- Excellent organisational skills, great attention to detail and an ability to maintain accurate records
- Ability to work on own initiative and to organise and prioritise workload
- Ability to work effectively as part of a small team
- A positive attitude and an ability to find creative and flexible solutions
- Excellent communication skills, both written and oral, and the ability to communicate effectively with a wide range of people including staff, partners, funders and audiences
- Experience of writing promotional copy and publicity material
- Ability to cope calmly under pressure, juggle multiple tasks and work to tight deadlines
- Strong motivation and willingness to work flexible hours when necessary
- A commitment to Lighthouse's Equality and Diversity Policy
- A commitment to Lighthouse's aims and objectives