

CAST

Groundwork Project Co-ordinator

The Cornubian Arts and Science Trust (CAST) is seeking an energetic and adaptable Project Co-ordinator who will play a key role in the development and realisation of Groundwork, a programme of artist-led field trips, residential workshops, sited works, screenings and public events, that will take place in Cornwall over the next two years, culminating in a high profile international contemporary art festival in 2018. The successful applicant will have a strong interest in and engagement with contemporary art and ideas, and should have at least three years working experience in the field of contemporary art. The Co-ordinator will support the Project Director, Teresa Gleadowe, who will lead on the curatorial development of the programme.

CAST will develop and deliver Groundwork in partnership with Tate St Ives, Newlyn Art Gallery & The Exchange (Penzance) and Kestle Barton Trust, with financial support from Arts Council England's Ambition for Excellence scheme. Ambition for Excellence aims to grow and develop talent and leadership in the regions and across art forms, support the production of new work of the highest quality and give an international dimension to excellent work. Founding supporters of Groundwork are the Freelands Foundation, Outset and the Quercus Trust and the project is also receiving significant funding from Cornwall Council.

Rooted in contemporary art, the culmination of the Groundwork programme in 2018 will involve collaborations with dance, film, music, performance, science and visual arts organisations in Cornwall and beyond. Groundwork will also promote creative education for young people, especially through collaboration with Further Education and Higher Education. Ambition for Excellence will enable the organisers of Groundwork to provide unprecedented access to the work of artists of international standing in the form of new commissions and existing work shown in exceptional and unusual locations.

The Cornubian Arts and Science Trust (CAST) has developed out of a series of contemporary art events organised in Cornwall since 2010 — The Falmouth Convention (May 2010) and The Penzance Convention (May 2012) — and a series of residential workshops (The Cornwall Workshop 2011, 2013 and 2016) held at Kestle Barton on the Lizard peninsula.

CAST is based in Helston, in the former School of Science and Art given to the town by the philanthropist John Passmore Edwards in 1897. The building later became a County Secondary School and was extended in 1905 and 1913, but it became redundant with the introduction of comprehensive education in the 1970s. In 2012 it was sold by Helston Town Council and purchased by benefactors who now lease the building to CAST at a peppercorn rent. The Trustees of CAST manage the building as a studio complex and have also developed a programme of public activities including

CAST

talks, workshops, screenings and other cultural and educational events and activities.

Job description and key responsibilities

The Project Co-ordinator will manage the delivery of the Groundwork project. In the early stages of the project the post will involve multi-tasking across a wide range of activities:

- Managing the project base at CAST
- Budget research, financial management and record keeping
- Preparing schedules, setting up meetings, taking notes, writing minutes
- Compiling and managing mailing lists
- Producing accurate and well-presented correspondence and communications
- Managing social media, generating press coverage, managing public relations, assisting with audience development
- Liaising with designers and managing marketing materials
- Organising and hosting public events, including the public programme at CAST
- Arranging artists' travel and accommodation, supporting research visits, researching logistics and production requirements
- Providing support for fund-raising and maintaining communication with funders, sponsors and supporters
- Drafting reports for funders and preparing financial returns
- Co-ordinating teams and managing volunteers
- Managing office equipment and supplies and keeping abreast of IT requirements

Person specification

The Project Co-ordinator will be based at CAST and will work closely with the Project Director. A part-time specialist in Learning will be appointed concurrently with the appointment of the Project Co-ordinator. We envisage that the Project Co-ordinator will initially work part-time (three to four days per week) moving to full-time in Spring 2017. The team will grow larger as the programme develops and more specialised tasks will be delegated to part-time and freelance staff.

We are looking for an individual with the following experience and qualities:

- A strong interest in and engagement with contemporary art and ideas
- At least three years working experience in the field of contemporary art

CAST

- Consistent and methodical approach
- Strong team worker, with experience of collaborative working
- Energetic and self-motivated with a commitment to and enthusiasm for the project
- Desire and determination to see projects through to successful completion
- Able to produce clear and accurate written communications
- Good grasp of budget principles and experience of financial management
- Able to anticipate and schedule accurately
- Able to draft reports and prepare financial returns for funders
- Fluency in the software programmes required to fill this role effectively

Salary will be in the range £25,000 to £28,000 pro rata depending on experience. This is envisaged to be a 2-year post, with a probationary period of six months. A relocation package is available if required. Helston does not have a railway station and the job will involve extensive travel around the county; driving licence and access to a vehicle almost essential.

How to apply

In not more than two pages A4 please set out why you would be interested to work on the Groundwork project and why you feel you are suitable for the role of Project Co-ordinator, addressing the job description and person specification set out above. Enclose a CV detailing your educational qualifications and experience, and give names and contact details of two referees (please specify if you do not wish us to contact referees without first contacting you). We strongly prefer applications by email.

Send your application to:

rosie@krowji.org.uk

Or by post to:

Rosie Leo, Krowji, West Park, Redruth, TR15 3AJ

The closing date for applications is 12 noon on Monday 27th June.

Shortlisted candidates will be contacted by phone or email by Monday 4th

C A S T

July and will be invited to interview on Monday 11th July in Cornwall.

We welcome applications from all members of our communities and operate under the principles of Equal Opportunity, insisting on and promoting equality of opportunity and access to all, regardless of age, race, colour, ethnic or national origins, gender, marital status, sexual orientation, disability, income, education, religious beliefs or cultural heritage.

If you require this job description in another format, please let us know.