



Position:	Creative Practitioner and Project Coordinator
Reports to:	Learning and Participation Manager
Salary:	£26,800 per annum pro rata
Hours:	25 hours per week - including some evening and weekend delivery
Location:	Corn Exchange, Market Place, Newbury As part of your normal working week administrative work will take place in our office location, with delivery work being across a range of locations - Old Library, 101 Outdoor Arts, The Base, as well as community venues and schools.
Holiday entitlement:	20 days per annum, plus bank holidays (pro rata if part time) Plus birthday off and one wellbeing day per annum

OVERVIEW

The Creative Practitioner role will be involved in creating and delivering engaging and innovative programmes of work that align with our objectives and demonstrate the positive impact of creative engagement.

You will work closely with our learning and participation team to develop and deliver a range of creative projects and activities, both within and outside of our venue. You will deliver and facilitate a wide range of workshops and sessions as part of the Corn Exchange core courses and workshop programme. You will also work closely with our Engagement Manager and fundraising team to ensure these projects are planned and budgeted as part of our wider strategy. Administration, monitoring, evaluation and reporting, supporting projects from start to finish, will therefore be a key element of this role.

The successful candidate will ideally have a movement or dance background, supporting the growth of this artform across our activities. We would also be keen to hear from candidates with multidisciplinary performing arts experience (E.g. actor and musician/ movement and music).

This is a varied role suited to someone looking to enhance their creative practice and utilise their project management skills. It is an exciting time to join the organisation and the learning team where we have recently opened our new community arts hub and work to expand our skills development, learning and health and wellbeing programmes. You will therefore be proactive, enthusiastic and have strong organisational skills, able to work quickly and manage your time well. You will work with confidence and initiative, and enjoy working with people of all ages, seeking ideas, finding solutions and delivering activities that support individuals to have fun and benefit in a range of ways.

Main Responsibilities

- Develop, coordinate and deliver high-quality creative participatory projects across schools and community settings
- Devise and deliver regular venue-based activity as part of our Learning and Participation programme
- Project manage and undertake admin tasks to ensure successful delivery
- Support the wider work of the Learning and Participation team

Main Duties

DELIVERY

- Devise, co-ordinate and lead creative projects with schools and community groups (across a variety of settings), working with the learning managers
- Co-ordinate and deliver extra-curricular clubs at local schools.
- Lead and develop venue-based activity as part of the growing programme of courses and classes.
- Work with external partners to devise, coordinate and deliver workshops and community sessions for funded projects, as required.

PROJECT MANAGEMENT & ADMINISTRATION

- Co-ordinate the set up and smooth running of creative projects.
- Prepare contracts and schedules for school and community project partners.
- Cultivate existing relationships with schools and community groups and develop new partnerships to expand our reach.
- Oversee correspondence and ensure clear and timely communication, whilst adhering to GDPR rules.
- Liaise and contract with freelance practitioners for projects, as and when required.
- Collect evaluation and monitoring data for projects and activities, supporting the reporting process when necessary.
- Ensure all child protection and safeguarding policies and procedures are adhered to.

ADMINISTRATION

- Communicate with internal departments to ensure projects are delivered to a high standard.
- Work with the L&P and Marketing teams to maintain excellent and effective communication with participants, project partners, schools and the public.
- Support with maintaining internal logs, records and databases.
- Liaise with the Engagement Manager on the monitoring of project budgets.
- Maintain and keep up to date accurate budgetary records.
- Ensure that financial procedures, policies and guidelines are complied with at all times.
- Utilise Spektrix ticketing system for monitoring attendances and booking details (training provided)

SUPPORT THE WIDER TEAM

- Support the promotion of the Corn Exchange's programme of events to schools and community groups.
- Contribute to the creative and technical requirements for school and community showcase events.
- Be the main point of contact, liaise and contract with freelance practitioners delivering our assisted performances.

HEALTH & SAFETY

- Ensure all activities comply with the Corn Exchange Trust's Health and Safety policy.
- Work with the Technical and Production Manager or Operations Manager to carry out necessary risk assessments.
- Adhere to the Corn Exchange Trust's Safeguarding Policy and be aware of safeguarding responsibilities within the team.

General Duties/Additional Requirements

- Demonstrate a commitment to the Corn Exchange Trust's core values.
- Support the implementation of the Trust's access, wellbeing and equity and inclusion programmes.
- To publicly represent the Corn Exchange Trust in a prepared and professional manner, and to maintain confidentiality as appropriate.
- Create a friendly and welcoming atmosphere for users of the Corn Exchange venues.
- Work evenings and weekends as necessary.
- Undertake any other duties which may reasonably be requested

Please note that this is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and the line manager from time to time.

Person Specification

The successful candidate will:

- Have experience in leading creative (movement based or multidisciplinary) sessions
- Enjoy being able to multi task and work efficiently with both administrative and practical delivery work.
- Have an understanding of inclusive practice
- Have excellent interpersonal skills
- Be highly organised with excellent attention to detail
- Be able to work under own initiative

This role requires regular commuting to schools and other locations. Therefore, access to a car would be ideal for ease of travelling to rural locations. (Travel expenses paid).

This role is subject to an enhanced DBS check.

Additional Benefits

- 20% discount in café and bar
- Free theatre, film and exhibition tickets for the Corn Exchange & The Base
- Free access to our small car park
- A day off for your birthday
- A day off for wellbeing activity

We offer training to our staff members to help them develop and progress and have a strong focus on wellbeing within the organisation. There is the opportunity to join one of our staff working groups – Environmental Action, Equality & Diversity, Fundraising, and Wellbeing.