

LEEDS CANVAS 2012

PROJECT COORDINATOR – Artists Taking the Lead, Cultural Olympiad.

‘Overworlds & Underworlds’ – Leeds Canvas & The Brothers Quay

Background to Leeds Canvas 2012

Leeds Canvas is the first collaboration between eight of the city’s key arts organisations Yorkshire Dance, West Yorkshire Playhouse, Phoenix Dance, Opera North, Northern Ballet, Leeds City Council, Leeds Met Gallery and Studio Theatre and Leeds Art Gallery. In response to the opportunity of the 2012 Cultural Olympiad, a core team came together to bid to become the Arts Council of England’s regional *Artists Taking the Lead* project for Yorkshire and is now responsible for preparing the canvas for our lead artists the Brothers Quay. The Brothers Quay have been invited to come and play with that canvas, to create something with us that will alter the way we see the city, something people will remember as part of being here in Leeds, in Yorkshire during the Olympic year. They have proposed a large scale work ‘Overworlds & Underworlds’, taking place in May next year, which will explore the flow of people and water through the city. They are interested in how, from out of the anonymous and everyday, myth suddenly erupts and transforms space into another dimension and then subsides, leaving the everyday altered and somehow different. An Education and Outreach programme will explore the themes of Canvas 2012 and a range of community groups have been commissioned to create projects which celebrate or reference places that are important to them.

Project delivery is overseen by the Canvas Project Board, a management group drawn from senior staff within each of the partner organisations along with the Leeds Creative Producer. This group currently meet monthly. There is a smaller Logistics and Budgetary Group who meet as required to fine tune elements of the delivery and are currently engaged in finalising and signing off the final project budget. This work is being steered by the Quays London based Producer, Lucie Conrad, the Leeds based Creative Producer, Steve Dearden and the Event Manager/ Technical Director, Tim Garbutt. All three of these core delivery team members are freelance contributors working on part-time contracts.

Marketing & Communications is led by a sub group made up of senior communications staff from the partner organisations. They have recently commissioned an external PR company to support the communications work around the Project.

There is an Education and Engagement Sub Group who have oversight of the three core community projects which are being developed in response to 'Overworlds & Underworlds' and Leeds Canvas.

The Project Coordinator will provide a central coordination, administration and management function. Currently Board members and the Producers contribute to this. As the realisation of 'Overworlds and Underworlds' gets closer, and the complexities and urgency of the work increase, we are keen to increase the administrative capacity at the centre of this exciting project.

Project Coordinator – Job Brief

Leeds Canvas is looking for a tenacious freelance Project Coordinator to support the Canvas Board and the Producers during the run up to Leeds Canvas 2012.

This is an exciting and demanding role that will involve working alongside a range of different partners including the city's key cultural organisations, community groups, Leeds City Council, local businesses and volunteers to enable the Quay Brothers transformation to take place in May.

The Project Coordinator will play a vital part in keeping all partners on schedule and will act as a central communication point for the Project Board and Leeds Creative Producer. We would like to work with an experienced project coordinator who can demonstrate a positive and skilful approach to organisation, logistical planning and progress chasing. Confident communication and negotiation skills are essential. We seek to appoint someone who will enjoy the challenges of steering this project through its key milestones to achieve its creative ambitions.

Contract and Working Conditions

The Project Coordinator is a freelance position. They will be expected to work from their own office base although temporary desk space can be found at partner organisations as and when required.

This post reports to the Leeds Creative Producer and is being offered as a 8 month contract from mid October 2011 – Mid June 2012.

It is envisaged that hours per week allotted to the project will increase over the duration of the contract and evolve to a full-time commitment from May 7th – May 21st **May 2012**. The fee is based on an expected average commitment, over the life of the project, of c. 2.5 days per week. The Fee offered is c.£12,500.

Main responsibilities:

- To be guardian of the Project Delivery Plan, keep the project on schedule, overseeing tasks, progress chasing and updating the plan on a regular basis.
- Acting as a central communications point for the Canvas Board, Education and Marketing sub-groups, Leeds Creative Producer and London Producer, maximising consistency and connectivity between all parts of the project.
- To set up and coordinate meetings, to coordinate external visits and input required to deliver the programme.
- To schedule, attend and note Project Board meetings which take place every month and distribute any resulting information and deliver and/or chase required actions amongst the project partners.
- Create administrative systems and processes to underpin the deliver of the project
- Organise, site and archive all essential paperwork for the duration of the project.
- Lead on the volunteer's strand of work that will support the delivery of the live events in May, designing and implementing a volunteer programme, recruitment, training and deployment.
- To collate statistical information and undertake desk research in support of the project.
- Working alongside the Canvas Board, to develop an evaluation and legacy strategy.
- Coordinate the project payment system, process invoices and monitor the Arts Council England draw down schedule
- To assist the Chair of the Project Board in managing the required monitoring documentation and review meetings with ACE and the ATTL Panel.

Person Specification

Proven experience in project coordination, management or project administration in an arts environment

Proven contribution to delivering a successful multi-site arts project

Experience of working with a range of partner organisations and external stakeholders in the delivery of an arts event, project or programme

Excellent IT skills including experience of project management software

Experience of setting up and implementing administrative systems and processes
Clear confident written and verbal communication skills
Experience of monitoring expenditure budgets
Proven ability to write succinct and accurate reports and briefing papers
Experience of handling confidential and sensitive issues

Personal Characteristics

Highly motivated with a commitment to excellence
Prioritises consistency and attention to detail
Financially literate
Excellent written communication and interpersonal skills
Commitment to equality and diversity
Flexible, self-motivated and positive
Stamina, energy and sense of humour

Deadline for applications: Friday 23rd September

Interviews: Tuesday 4th October.

Applications by email to: dara.romaniw@wyp.org.uk

Further enquiries: Steve Dearden, Leeds Canvas Creative Producer.
steve@stevedearden.com