

Young Curators' Programme Coordinator

£22,000 (pro rata)

Part time (0.4), fixed term contract until 31 January 2021

Based in Huddersfield, West Yorkshire

Job Purpose:

To coordinate the delivery of hcmf//’s new Young Curators’ Programme, identifying and supporting a team of up to six young curators from across the district to develop their skills and produce new works.

Reporting to: Artistic Director & Chief Executive

Job Description

To engage meaningfully with Kirklees’ existing cultural activity, building relationships with organisations, communities and individuals across the district

To identify potential candidates for the Young Curators’ Programme, and to manage the application process

To be the main point of contact for the Young Curators’ Programme’s participants, and to support them throughout the delivery of the programme

To successfully coordinate the delivery of all Young Curators’ Programme activity, liaising with other members of the hcmf// team and external contacts as required

To undertake monitoring and evaluation for the Young Curators’ Programme and be responsible for reporting back to project funders and partners as required

To prepare and update budgets for the Young Curators’ Programme, in consultation with the Festival Manager

To liaise with other members of the team as required to support the promotion of events and the profile of the Festival, including providing information/support for the creation of marketing materials, press releases and funding applications as required

To undertake other tasks which may from time to time be reasonably be required, including assisting with front of house duties and other practical tasks during the Festival period.

To ensure that the Festival complies with the requirements of the General Data Protection Regulations in the collection, storage, use and sharing of all personal data

To represent hcmf// at local meetings and events as required and be a credible ambassador for hcmf//

Personal Specification

Essential

- A dynamic and positive approach and manner
- Ability to work in a team
- An understanding of and commitment to the values of arts in education, participatory and community settings
- Ability to work strategically
- Skills in formulating and implementing projects, strategies and work plans
- Excellent interpersonal and communication skills
- Ability to work under pressure and to deadlines
- Ability to think imaginatively, creatively and innovatively

Desirable

- 3 years' experience of working in arts education / outreach / artist development
- Knowledge of formal and informal education sector