

RESORT

Resort Studios
Pettman Building
50 Athelstan Road
Cliftonville, Margate
CT9 2BH

PT ARP Coordinator Job Description

Job Title: PT Athelstan Road Project (ARP) Coordinator

Hours & fee: Freelance contract (15 days) at £150 / day

Start Date: August (TBC with successful candidate)

About Resort Studios: Working Context

Resort is an innovative and diverse arts organisation dedicated to providing bold, ambitious opportunities for creative collaboration. We believe that working collectively, and within the community, we can achieve more.

As a sustainable creative hub, we support quality cultural production by offering space and facilities; a professional and supportive environment; and commissioning and initiating projects and opportunities.

We are a Community Interest Company focusing our projects on those that benefit the community.

Resort currently provides studio and desk space to 31 artists, designers and creatives with a broad range of skills and specialist knowledge. The ARP programme offers an opportunity to employ members to run workshops and events.

About Athelstan Road Project (ARP):

Athelstan Road Project (ARP) is about supporting and delivering place-making in a socially distant community, using the street's diverse culture as its framework and a sense of belonging for all as its goal.

Athelstan Road is a high destiny, multicultural and multilingual road. It has an active Tenants and Residents Association (ARTRA) which meets monthly and campaigns to improve the quality of living for everyone on the road.

ARP will create an important digital community resource, that celebrates differences and encourages interconnectedness through this local, socially led project.

Events, workshops and sessions will be organised around different themes such as the 'Sound of Athelstan', 'Eating Athelstan' and 'Gardens of Athelstan'. All aimed at defining 'What makes Athelstan, Athelstan?'

ARP will actively respond to the challenges of a community in the current climate.

We will:

- encourage people to come together through the arts
- break down community barriers (during a time of physical barriers)

Participants will:

- experience different cultures

- form new friendships
- gain improved confidence
- connect to their local community

ARP will run from August – October 2020.

Project objectives / Main purpose:

- To connect the creative community of Resort with the local community
- To champion the cultural diversity of Athelstan Road
- To create an online treasure map incorporating local perspectives of culture
- To develop detailed evaluation frameworks
- To capture considerable qualitative and quantitative data on our local audiences
- To encourage Resort practitioners to think more strategically about how their work can have a tangible, measurable impact on the community around them

The role of the ARP Coordinator

The ARP Coordinator will be responsible for the co-ordination of the following:

- Lead on the creation of the delivery programme for the ARP with the Resort team.
- Act as lead coordinator for the ARP project organising events, workshops and sessions identified in the delivery programme.
- Lead on the research and setting up of robust methods of recording events, workshops or activities and the feedback associated with it so we can easily analyse strengths and weaknesses, develop our approach and report clearly to stakeholders.
- Collating contemporary artefacts through digital events and workshops led by commissioned Resort members and present these as an online digital Treasure Map.
- Running a campaign on our website and social media.
- Keeping accounts relating to the project with an allocated budget. These must be managed, accounted for and approved by one Director.
- Liaise weekly with the Community Engagement Officer and fortnightly with the Resort team.

As duties and responsibilities change, the job description may be reviewed and amended in consultation with the postholder.

- The postholder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the Directors.
- The postholder will actively follow Resort policies and maintain an awareness and observation of Safeguarding and Equal Opportunities and Diversity.

Skills and experience necessary for this role:

Qualifications/Experience:

Essential

- GCSE Maths and English at grade A to C or equivalent
- Experience of arts project management or a similar role
- Experience of engaging with diverse cultures and residents

Desirable

- Project Management Degree or equivalent

Personal Skills:

Essential

- Excellent verbal and written communication / interpersonal skills
- Excellent organisational and time management skills
- Good working knowledge of Microsoft Office, Dropbox and Zoom
- Able to work as part of a team and enjoy collaboration
- Able to work independently and to be proactive and self-directed
- Access to laptop and phone for the duration of the project
- Ability to manage multiple stakeholders at different locations
- Experience of successfully delivering projects on budget and on time
- Ability to represent Resort and ARP professionally and to a high standard

Desirable

- First Aid training
- Familiarity with Fire and Health and Safety regulations
- Experience of running successful Social Media campaigns & web-based projects

Required work experience:

2+ years

Who does the ARP Coordinator report to?

There are three Directors of Resort Margate CIC. They will need to report to the Directors fortnightly as part of the staff team meetings.

TO APPLY: Please email your personal statement, CV and equality and diversity monitoring form to info@resortstudios.co.uk before 5pm on 17th July 2020. If you are called for an interview these will take place on 23rd or 24th July.

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