

KARST

APPLICATION PACK

April 2018

Dear Applicant,

This application pack for the position of Programme Coordinator at KARST includes:

- About KARST
- Job Description
- Person Specification

Please complete the application form and equal opportunities monitoring form, which you can download [HERE](#)

The purpose and key tasks and responsibilities of the position are set out in the job description. The knowledge, experience, skills and attributes we are looking for in the successful candidate are listed in the person specification. It is important to read all the information carefully before completing the form.

Please do not attach CV, references or certificates to your application form. Applications in the form of CVs will not be considered.

Please send completed applications to applications@karst.org.uk with the subject line 'Programme Coordinator'.

The closing date for receipt of completed applications is **5pm Monday 7th May**. We regret that applications received after that time cannot be considered.

Interviews will be held on **Friday 11th May** Shortlisted candidates will be contacted by phone or email and invited to attend, at which point we will outline the full details of the selection process. Unfortunately we are unable to write back to all applicants at the shortlisting stage, or to give specific feedback on why you have not been shortlisted. If you do not hear from us by **Wednesday 9th May** please assume that you have not been shortlisted in this instance.

If you have any queries regarding the process or role, please contact Angela Hilton on 01752222676 or email applications@karst.org.uk

Thank you for your interest in KARST We look forward to receiving your application.

Angela Hilton
Operations & Engagement Coordinator

About KARST

KARST is Plymouth's largest independent, contemporary visual arts venue, comprising a large, free access, public gallery space and artists' studios. Situated in the industrial Millbay area of the city KARST's vision is to inspire and showcase the best cutting-edge, experimental art in the region; our mission is to create a space that enables international artists and curators to test, learn and push the boundaries of contemporary visual art.

As a charitable organisation, KARST focuses on working in partnership and collaboration with public, private and culture sector organisations, artist groups and creative individuals. Through a programme of curated exhibitions, projects, events, and critical dialogue, we engage with a wide and diverse audience in order to support the cultural growth of Plymouth and the wider South West. Our engagement strategy aims to broaden access to our programme for groups who do not traditionally access a cultural offer.

Since our inception in 2012 we have experienced exponential growth and received great recognition as an ambitious, forward thinking independent organisation. We understand the importance of building on the foundations of organic growth achieved during the past six years of Arts Council funded development. As a newly designated National Portfolio Organisation 2018-22 we are committed to becoming a more influential, sustainable international arts organisation by 2023.



Supported using public funding by

**ARTS COUNCIL
ENGLAND**

KARST - Registered Charity No. 1157242.
Registered in England and Wales no. 08653315

JOB DESCRIPTION

Job Title:	Programme Coordinator
Salary:	(0.3 FTE) (£18K pro rata) + (12% for NIC/pension)
Employer:	KARST
Place of Work:	22 George Place
Reports to:	Artistic Director
Working Hours:	10.5hrs per week to be worked flexibly
Contract Type:	12 Months fixed term
Commencing:	Immediate Start
Probation period:	3 months
Notice period:	2 months

PURPOSE OF ROLE/KEY OBJECTIVES

KARST is an ambitious, forward-thinking organisation that has recently been awarded status as a new Arts Council National Portfolio Organisation 2018-22. This expansion has created a new role in the organisation for a Programme Coordinator who will be responsible for the effective delivery of the planning, organisation and administration of KARST's artistic and public programmes.

The Programme Coordinator will require proven skills and experience within project coordination and logistics development and delivery. You will oversee the planning, production and logistics of the core gallery programme and any other gallery programme related events.

You will work flexibly and collaboratively with KARST team and partners and be a visible advocate involved in promoting contemporary visual arts in the city. The position will report to the Artistic Director and work closely with the programme team which includes the Operations and Engagement Coordinator, Marketing and Communications staff and Technical Coordinator.

PRINCIPLE DUTIES AND RESPONSIBILITIES

Programme Administration and Delivery

To contribute to all aspects of gallery programme including:

- Leading on schedule planning, production and logistics of core gallery programme including transportation of artworks, artist/curator travel and accommodation
- Assisting with gallery programme budgets and requisite reporting processes including preparation of contracts for artists/curators and administering loan requests and relevant insurances
- Contributing to the development and implementation of effective gallery programme systems and procedures, including the preparation of condition reports and other aspects of installation planning
- Building and maintaining effective programme relations, partnerships and networks, **including** responding to and signposting programme enquiries from the public and professionals
- Working with marketing and communications to schedule/produce programme marketing and publicity

Programme Development

To contribute to the development and strategic direction of programming including:

- Undertaking research into artists and artworks associated with future programming as requested
- Managing the development of KARST Editions Programme including production and administration of artworks, maintaining sales, stock records, storage of works and liaising with buyers

- Contributing to funding applications to support the artistic programme, including sourcing additional fundraising opportunities
- Supporting the delivery of KARST's engagement strategy and talent development programme
- Developing and organising engagement activities such as artist talks, exhibition tours and workshops related to the artistic and public programmes where needed
- Maintaining and developing knowledge of sector developments and best practice

General

- Attend regular team and external meetings where required
- Demonstrate a level of flexibility regarding availability outside normal working hours as required
- Develop and maintain relationships with relevant arts and cultural organisations
- Carry out any further duties as reasonably requested

PERSON SPECIFICATION

The Programme Coordinator role is part time and the successful applicant will need to work flexibly within a small, creative team. Excellent communication, IT skills and an understanding of the flexible requirements of working within the arts/community sector are essential.

Essential Skills:

- Administrative experience, ideally gained within a contemporary visual arts context
- Experience of managing exhibition installations and associated logistics
- Proven ability to work on multiple projects simultaneously
- Able/willing to work unsociable hours on occasion
- Ordering and managing resources and budgets for production
- Experience with workflows and project scheduling
- Knowledge of contemporary art and an understanding of artists' working practices
- Experience of working directly with artists, supporting them to develop research or create new work
- Ability to develop effective collaborative working relationships at all levels
- Excellent written and verbal communication skills and fluent written and spoken English
- A creative thinker with the ability to be self-motivated and work unsupervised
- Excellent advocacy, diplomacy and negotiation skills

Desirable:

- Excellent IT skills (Mac)
- Good understanding of the local arts context
- Experience with information gathering and information monitoring
- Car owner with full clean driving license
- Locally based