

## **Job Description**

Job Title The Library Presents Coordinator: Artist Support

Job number

(15hpa Part Time, flexible)

Reporting to PPF Manager, working to Steering Group, working with wider TLP team, libraries colleagues, working group and external partners.

### **Overall purpose of the job**

- To be a point of coordination for The Libraries Presents (TLP) programme of arts events and activities in library venues generally but also with a specific focus on Artist Support within the programme
- With TLP team members, and in partnership with libraries colleagues, coordinate the delivery of high-quality professional arts experiences, selected by the community, in libraries across Cambridgeshire
- Deliver a menu of inspiring activities to reach new audiences, and to develop the skills of library staff, volunteers and artists
- Pro-actively work with partners to share learning and work together to achieve joint aims
- Collaborate with internal colleagues and external partners to build local audiences for the arts – in libraries and beyond, making best use of library buildings and connecting with wider library services
- The post holder also has specific responsibility for Artist development and support across the programme

### **Main accountabilities**

#### **Project Coordination & Operations**

- Support the TLP Coordinator (FT) in the coordination of the TLP programming and delivery, working strategically and communicating effectively with external parties and internal colleagues across different teams to ensure the smooth running of the project
- Efficient administration and project management for the artist liaison, support and development within the programme – including logistical planning and scheduling for each season, organising training and advice sessions; providing status reports; collating information for reporting and feedback, both quantitative and qualitative; and sharing of information amongst the TLP team, library staff, volunteers and external partners where appropriate

- Contribute to status reports for relevant stakeholder boards, flagging issues to the steering group that cannot be resolved without their input and utilize problem solving skills and strategies to resolve arising issues
- Support the management of 'choosing' activity
- Work with the team on planning and delivery of the different strands of the programme, including outside the 'core' programme and seasons (for example CYP) and be dynamic and responsive to needs of the programme on an ongoing basis
- Analyse information to identify any issues in order to keep the project on track Propose solutions when problems occur and utilize problem solving skills and strategies to resolve arising issues
- Produce and present accurate and regular updates and reports, for different and varied stakeholder groups, in order to monitor progress
- Ensure that the programme is delivered within the budget provided, maintain up to date information on income and expenditure
- Attend steering meetings and inform the Steering Group on planning for each stage and maintain a record for Arts Council England reporting purposes
- Monitor the programme email account alongside other TLP team members
- Make responsible decisions about expenditure relating to the programme and keep relevant members of steering group involved and informed of these decisions
- Liaise with Business Support to ensure that payments are correctly processed.
- be an ambassador for the project and help staff, volunteers, working groups and Friends understand the outcomes it seeks to achieve.
- To be willing to work out of office hours; evening and weekend work is a key part of the role (including 'Duty Managing' events)

### **Partnership working**

- Encourage and facilitate communication and collaborative working both across directorates within CCC and between the council and partner organisations (public, private and voluntary sector)
- Work in partnership with TLP colleagues to manage and maintain good artist relationships
- Maintain good working relationships with colleagues, project partners and stakeholders, through attendance at meetings and events and appropriate communication channels
- Work with library staff, volunteers and critical friends in a way that enables them to become ambassadors for the programme
- Recognise that it is important that the programme is 'owned' by people and communities, in their host libraries. In accordance with this, allocate time to relationship building and management with staff and volunteers (and ensuring this is a shared understanding and ambition) to ensure the success of the programme

- Promote and encourage take-up of opportunities for staff and volunteer involvement in delivery and training
- Write, distribute and negotiate briefs and payment (within bounds agreed by steering group). Manage relationships to ensure we receive quality services within agreed timescales

### **Artist Support & Development**

- Provide necessary checks and balances to ensure that the artists and arts organisations have the capacity to deliver on the TLP programme creatively and safely. Liaising with the TLP and library staff teams accordingly. Flag relevant information to the wider team to ensure the suitability of the work before programming
- Closely monitor the standard of the content and working practices of contracted artists in advance
- identify any issues arising - address as necessary or raise at the earliest opportunity to ensure the smooth running of the project
- Provide best practice guidance/training to support library staff in relation to working with artists
- Collate and provide technical and access requirements from the artists to the TLP wider team
- Work closely with the TLP Coordinator: EDI & Communications to support and stimulate diversity within the programme both in artists and content
- Oversee all artist communication on behalf of the programme
- Maintain and grow the artist database and actively seek to increase the pool of diverse artists engaging (actively considering best practice in supporting artists with protected characteristics)
- Plan and deliver workforce development 'labs' /training opportunities and host artist advice sessions
- Maintain artist information and brief documents, ensuring they are circulated and accessible to all and any interested artists and stakeholders
- Work with TLP Coordinator: EDI & Communications to ensure artists are kept informed as to opportunities to take part or gain training
- Manage the online submission system for artists to apply to be part of the TLP programme and record and report back, oral version of Expression of Interest
- Collate information from the artist's submissions and share with wider TLP team
- Support and encourage artists and companies (local and national) to encourage them to develop work specifically for library spaces
- Provide constructive feedback to artists who are not selected for the Menu, in writing and in a timely manner. Feedback should be art-form specific, highlighting particular areas of note for the art forms including the numbers of applicants in that field and any specific constraints and suggestions for the next round Individual feedback will be given on request. Bring artist feedback to the TLP team for discussion, action and consideration for future planning

- Explore and report back barriers to artists applying, and where possible make recommendations to the wider TLP team
- Support TLP Coordinator to gain feedback from artists to evaluate the project from their perspective to feed into reporting
- Compile the menu of events on offer for the Libraries/public to select from and upload to online platforms
- Work with TLP Coordinator Marketing & Communications to upload programme info onto online platforms and ticketing systems
- Develop, and report back on, working relationships with colleagues such as the National Rural Touring Forum, (NRTF), House Theatre, other touring networks and National Portfolio Organisations (NPOs), such as CAE
- Maintain easy to read information for menu selectors in readable format with refined /necessary info.