

COVENTRY CITY OF CULTURE TRUST ARTS EDUCATION MANAGER

Reports to **SENIOR PRODUCER, DYNAMIC TEAM**

Role: Arts Education Manager
Salary: £27,000 - £30,000 per annum dependent on experience

CONTEXT

In July 2020, we announced that Coventry's City of Culture programme will start in May 2021 and run for 12 months, allowing us to keep our promise to the city and region - to deliver an extraordinary year while providing some much-needed certainty and resources to our artists and communities.

This is your opportunity to be part of telling the story of the city that moves.

Coventry City of Culture Trust was set up in 2015 to bid to be UK City of Culture in 2021. Now that we have been successful in securing the prestigious title, we are recruiting the team ready to deliver an ambitious UK City of Culture year in 2021/22 and legacy.

We are a diverse, modern city which is re-imagining the role culture can play in bringing people together. Coventry is a city of welcome, a city of activists and pioneers, a city of peace and reconciliation, a city of innovation and invention, a City of Culture.

The Trust is committed to:

- Welcoming 2.5m additional visitors to Coventry in 2021/22
- 80% of the city's residents experiencing at least three events in 2021/22
- Increasing audience attendance from under-represented communities by 20%
- Activating more than 16,000 volunteers and participants
- Making long-lasting, tangible social change in Coventry
- Transforming who holds the power to create and curate in the city
- Starting a wave of cultural investment across the region

JOB DESCRIPTION

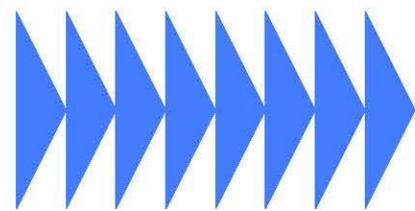
The Trust seeks to appoint an **Arts Education Manager** to develop the Trust's relationship with educational bodies in the city, maximising the reach of the 2021 year and ensuring inclusion of Coventry schools, universities and further education institutions in the City of Culture programme in order to provide children and young people and teachers with the opportunity to engage with the themes of the year through the wider curriculum.

COVENTRY CITY OF CULTURE TRUST
C/O THE HERBERT ART GALLERY & MUSEUM, JORDAN WELL, COVENTRY, CV1 5QP
WWW.COVENTRY2021.CO.UK

REGISTERED ADDRESS: THE HERBERT ART GALLERY & MUSEUM,
JORDAN WELL, COVENTRY, CV1 5QP, COMPANY NUMBER: 09808960
CHARITY NUMBER 1165639, LIMITED BY GUARANTEE
REGISTERED IN ENGLAND AND WALES

THE ROLE

- To work with the Coventry City of Culture Trust Creative teams and individual project teams to develop and deliver the primary, secondary, further education and university education offer.
- To continue building on existing relationships with the sector, including 2021 Schools Champions, Coventry Cultural Education Partnership and the Music Education Hub.
- To shape a programme with flexible entry points for schools and universities that aligns with requirements of the curriculum, remaining responsive to the particular challenges of the 2020/21 academic year as a result of COVID-19.
- To embrace the Coventry City of Culture ethos of activism and arts for social change, seeking opportunities for the Trust's work to provide lasting change in the local educational landscape and ensuring that all pupils and students in the city, especially those who aren't normally offered a chance to participate, are empowered and able to contribute to activity.
- To build on Coventry's unique heritage of arts in schools by embedding key elements of Theatre in Education practice, deepening exploration of key social issues, contributing to the development of literacy skills, increased attainment and greater levels of aspiration.
- To work with education institutions to create physical and digital assets which will form part of the delivery during events.
- To work with the Communications team to create a communications strategy for schools.
- To be an active and energetic creator, host and facilitator of development days and wider activity directly individual engaging young people.
- To work within the defined budget & resources while actively seeking partnerships to maximise resource potential.
- To work flexibly as a member of the Coventry 2021 team and contribute to delivering other elements of the team's work programme as required.
- Actively engage with the organisation's vision and policies regarding equal opportunities and diversity, artistic ambition, participation and engagement, health and safety, monitoring and evaluation and monitoring.
- To be aware of and undertake to comply with the Trust's policies and procedures including GDPR, Health and Safety and Diversity and Equality Policies.



PERSON SPECIFICATION

- To have worked successfully in the arts education and/or community arts sector
- To have knowledge of the large-scale events sector and the kinds of opportunity these events can provide for those in education
- To have curriculum knowledge across all levels of the education system
- To have an active commitment to realising tangible change as a result of engagement with the arts
- To be creative and resourceful
- To have a knowledge of Coventry and the local area
- A personal and professional interest in Arts, Culture and Heritage
- Attributes of diplomacy, confidentiality, trust and respect for colleagues and partners
- To be based in, or able to move within commuting distance of Coventry

GENERAL

We aim to reflect all the city's communities in our workforce and as such candidates from currently under-represented groups, including those with disabilities, are especially encouraged to apply.

We are looking to build a team of people from a range of backgrounds and range of experiences. We can provide mentoring and training/support to less experienced candidates. Training and talent development within the Trust team and within the wider sector is central to our approach. All postholders are expected to participate in training and development activity and to contribute time and expertise to supporting our training programmes on site and occasionally off site.

This list of responsibilities is not exhaustive and team members will be required to perform duties outside of this as operationally required.

PROCESS

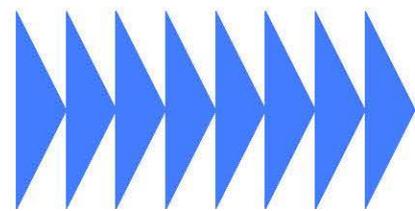
Please submit up to a 2-page letter plus an up to date CV addressing your interest and suitability for the post using the above personal specification as a guide.

Coventry City of Culture Trust is committed to equal opportunities and will treat all applications fairly based on written submissions, please complete the anonymous equal opportunities form available at www.coventry2021.co.uk/jobs

Applications should be sent in PDF format to recruitment@coventry2021.co.uk



COVENTRY2021.CO.UK
@COVENTRY2021



TIMETABLE

Advertised – Wednesday 2nd September 2020

Applications close – Monday 28th September, 10am

Interview date – Friday 2nd October TBC

Following government guidelines, interviews will likely be held via video conferencing software.

Salary – £27,000 - £30,000 per annum dependent on experience

TERMS AND CONDITIONS

- This is a fixed term 12-month post with potential for extension upon review.
- The post is working 39 hours (excluding 30 minute/1-hour lunch) per week Monday – Friday at hours to be agreed between 9am and 6pm with frequent evening work to see shows and events. Flexible working may be agreed.
- The salary is paid monthly in arrears.
- If asked to work additional hours at the weekend, Time Off in Lieu will be given if approved in advance with the Line Manager.
- Pension auto-enrolment is applicable and employer contributions are currently 3%. The Trust's appointed pension provider is NEST. Further details are available.
- Holiday 33 days per annum including public holidays. Holiday must be taken at a time to suit all colleagues.
- Main place of work is the Trust's Office with frequent attendance at meetings offsite. However, given current government guidelines all Trust employees are currently homeworking. The successful candidate will be welcomed into the Trust and supported through a remote induction process.
- There is a probation period of three months during which time the notice period is one week; on confirmation of appointment the notice period is one month.
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK for duration of the contract.
- The candidate's contract of employment with the Trust does not come into force until the first day of work.

For more information about the Coventry 10-year Cultural Strategy visit www.covculture.com and for more information about Coventry UK City of Culture 2021 visit www.coventry2021.co.uk.



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