

## **COVENTRY CITY OF CULTURE TRUST CARING CITY ASSISTANT PRODUCER**

**Managed by the Caring City Programme Manager**

**Role:** Caring City Assistant Producer

**Salary:** £22,000 gross per annum

**Timescales:** Fixed-term, full-time role to commence from August 2021, to be delivered until end of June 2022

**Location:** A combination of remote / home working and office and site working in and around Coventry

### **CONTEXT**

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

Coventry's City of Culture programme launched in May 2021 and will 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.

### **JOB DESCRIPTION**

The Trust seeks to appoint a Caring City Assistant Producer to be line managed by the Caring City Programme Manager to support their work and the work of other Caring City Producers. The postholder will offer administration, coordination and day to day assistance to the Caring City producing team to ensure effective delivery of their work.

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

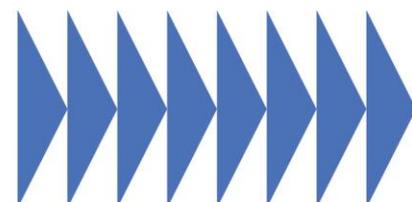
REGISTERED ADDRESS: THE HERBERT ART GALLERY & MUSEUM,  
JORDAN WELL, COVENTRY, CV1 5QP, COMPANY NUMBER: 09808960  
CHARITY NUMBER 1165639, LIMITED BY GUARANTEE  
REGISTERED IN ENGLAND AND WALES

## THE ROLE

- Be a positive, proactive, highly organised and efficient member of the Caring City team, providing a flexible approach to collaborating with others to deliver against our ambitions for an amazing year of culture
- Support with administration and coordination of all development, delivery and wrap up processes connected with assigned projects, programmes, events and teams to
- Active presence within planning, delivery and evaluation activity, including attending and taking minutes and monitoring the completion of agreed actions and attending and supporting project, programme and events delivery
- Connecting regularly with the relevant Producers and Production team representatives to ensure processes are followed accurately
- Correspondence with various internal and external stakeholders
- Supporting reporting processes as required
- To actively engage with the organisation's vision and policies regarding equal opportunities and diversity, sustainability, health and safety, safeguarding, GDPR and evaluation and monitoring

## PERSON SPECIFICATION

- A highly organised individual with a passion for administration and coordination and / or assistant producing within a creative and cultural context
- Excellent communication skills, to include written, verbal and listening skills, with the ability to adapt and apply them to a wide range of contexts and settings
- Excellent organisation skills, with the ability to balance and prioritise a diverse workload
- Experience of being responsible or involved in planning events, activities or workshops and ensuring their successful delivery (online and/or in person events)
- Excellent administration skills with strong attention to detail
- Strong working knowledge of Microsoft Office and willing to learn use of other software tools e.g., Smartsheets, Gantt charts, etc
- Passionate about the power of arts & culture to create social change
- Attributes of diplomacy, confidentiality, trust and respect for colleagues and partners
- To be based in or be willing to move to within commuting distance of Coventry



## GENERAL

Coventry is one of the most diverse cities in the UK and we want our Team to reflect that diversity. We value the benefits of a diversity of life experiences, cultural and social knowledge and are particularly keen to hear from candidates from currently under-represented groups, including those with disabilities.

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 a cover letter (maximum 2 pages) addressing your interest and suitability for the post with particular reference to the person specifications and an up-to-date CV.

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](http://www.coventry2021.co.uk/jobs)

Applications should be sent in PDF format to [recruitment@coventry2021.co.uk](mailto:recruitment@coventry2021.co.uk)

## TIMETABLE

**Advertised** – Monday 19<sup>th</sup> July 2021

**Deadline for submissions** – Monday 9<sup>th</sup> August 2021 at 9am

**Interviews** – Wednesday 18<sup>th</sup> August 2021

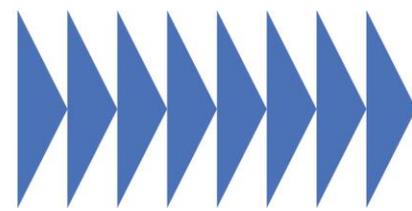
**Proposed Start Date** – August / September 2021

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

**Salary: £22,000 gross per annum**



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## TERMS AND CONDITIONS

This is a fixed term, full time post until end of June 2022

- The post is working 39 hours (excluding 30 minute/1-hour lunch) per week with frequent evening and weekend work. Flexible working may be agreed.
- The salary will be paid monthly in arrears.
- The Trust's appointed pension provider is NEST. Employer contributions are currently 3%. Further details, including eligibility and options re. auto enrolment 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 allocated office base in Coventry City Centre, with frequent attendance at meetings offsite including community settings.
- 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](http://www.covculture.com) and for more information about Coventry UK City of Culture 2021 visit [www.coventry2021.co.uk](http://www.coventry2021.co.uk).



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