

**Coventry City of Culture Trust**  
**Creative Assistant**  
**Reports to Creative Director**

**Role:** Creative Assistant  
Reports to Creative Director

**Salary :** £22,000 gross pa

**Context**

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 amazing build-up programme, an ambitious UK City of Culture year in 2021 and legacy.

We are a youthful, 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 a series of step changes including:

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

**Job Description**

We are looking for a creative person who is interested in working closely to support the Creative Director. You will provide general artistic/administrative support to the Creative Director.

This is an ideal role for someone looking to develop a career in the arts and cultural sector. You will need to be organised, a good communicator and have a positive attitude.

**The Role**

- Working closely with the PA to the Creative Director to coordinate diaries, itineraries, briefings and travel arrangements and liaising with creative partners for agendas and visits
- Researching and preparing notes for meetings and accompanying the Creative Director on visits/meetings and taking notes as required
- Preparing presentations for meetings and conferences, including speech writing
- Work with the Creative Director, and relevant Producers, to monitor and report on project budgets and to comply with all evaluation requirements



- Supporting research into creative projects, artists, companies (in UK and internationally) and creating and managing the database of creatives
- Supporting relationships with the local artistic community including leading sector wide work and roundtables, F13, CW10, Artists Surgeries
- Supporting the Creative Director with any training and mentoring responsibilities
- Supporting Creative Director as required during 2021 and other busy periods with regards to tickets, guests, media and other requirements
- Work with the Creative Director to provide support and content for the fundraising/development, marketing/communications and monitoring/evaluation departments
- Actively engaging with the organisation's vision and policies regarding equal opportunities and diversity, artistic ambition, participation and engagement, health and safety, evaluation and monitoring
- To be aware of, and undertake to comply with the Trust's GDPR, Health and Safety and Diversity and Equality Policies

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

### **Person specification**

- A personal and professional interest in Arts, Culture and Heritage and it's place in Coventry
- Excellent organisational and time-management skills and the ability to prioritise a diverse workload
- The ability to communicate with various partners including Artists, the BBC, City Council and national funders for example Arts Council England and Heritage Lottery Fund
- Some knowledge of the UK arts and culture sector with an interest in developing further experience of working nationally and internationally
- Ability to work independently and within a small team
- Experience of working with, and reporting, on budgets
- Experience in working with community organisations
- Willingness to work outside of allocated office hours to support the Creative Director
- High level IT skills in web, databases, spreadsheets, PowerPoint and word processing
- 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
- Flexibility to start March/April 2019

### **General**

- Coventry City of Culture Trust is an Equal Opportunity/Affirmative Action employer committed to diversity as a core value. We support equal access and welcome applications from individuals of all backgrounds, experiences, abilities and perspectives
- 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 our training and development activity, and to contributing time and expertise to supporting our training programmes on site and occasionally off site
- Due to the nature of the role/projects we undertake there will be an expectation (particularly during 2021) of additional evening/weekend work. In addition to this the Creative Director travels extensively internationally in different time zones, therefore some support outside of office hours is required. This can normally be done remotely by phone and email

## Process

For this role you will need to fill in and send us the below application form. If you have any specific accessibility requirements, please contact the 2021 HQ on 02476 998 221 or email [recruitment@coventry2021.co.uk](mailto:recruitment@coventry2021.co.uk).

Coventry City of Culture Trust is committed to equal opportunities and will treat all applications fairly on the basis of written submissions, please include with your submission a copy of the completed equal opportunities monitoring form (downloadable from [www.coventry2021.co.uk/jobs](http://www.coventry2021.co.uk/jobs)).

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

Laura McMillan  
 Director of Operations and Legacy  
 Coventry City of Culture Trust  
 121 – 124 Far Gosford Street  
 Coventry  
 CV1 5EA

## Timetable

Advertised – Thursday 10 January

Applications close – Wednesday 6 February

Interviews – Thursday 28 February

**Salary – £22,000 gross pa**

## Terms and conditions

- This is a fixed term post until March 2022
- 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
- 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 three months
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK
- 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)