

**Coventry City of Culture Trust**  
**Digital Curator**  
**Report to Programme Manager**

**Role:** Digital Curator  
Report to Programme Manager

**Salary :** Up to £45k gross pa dependent on experience

**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 Digital Curator to join our team, who can take the lead on inviting a range of artists to creatively apply new technologies across our programme, delivering some unique and distinctive collaborations, installations and ground-breaking programmes.

Coventry has always been a city of pioneers and its World Laboratory and 5G Test Bed status provides exciting opportunities for the City of Culture programme. We are especially keen to encourage collaboration between artists and technologists, working with disruptive technologies, to strengthen and develop communities and explore the role of culture in a modern and diverse city.

You will develop strong working relationships with our key partners locally, regionally, nationally and internationally including Coventry City Council, the Coventry and Warwickshire LEP, West Midlands Combined Authority, Coventry Business Improvement District, Coventry Youth Partnership, Coventry University, University of Warwick, Coventry College and the wider culture and business community.

You will be responsible for agreeing a range of artistic interventions, commissioning a range of artists to help deliver some inventive and playful projects and working with our team of producers to put digital and immersive technologies at the heart of our programme.



## **The Role**

- To take the lead on initiating, testing and overseeing a range of artistic interventions within the context of the 5G testbed, delivering a series of extraordinary interventions
- To develop a national/international programme of discussions and exchanges to explore the role of digital technologies in arts and culture and the growth of future cities
- To secure opportunities for locally based artists and creatives
- To foster and build local, regional, national and international collaborative partnerships across different sectors
- To develop awareness and a working understanding across the city of the commissioning process and the added value that digital creativity can offer the city's welcome
- To design and deliver a long-term strategy beyond 2021 in partnership with the City Council, the Trust and other local partners
- To develop programmes that deliver against and influence local and regional policies,
- To consult internal and external stakeholders, including local authorities, national Arts Councils, other regional and national delivery partners
- To ensure that health and wellbeing of partners and participants are always a key consideration of how the work is planned and developed

## **Management**

- Ensure the effective planning, delivery and management of an inspiring and transformational programme
- Collaborate with the producing team to ensure your work has wider influence across the programme
- Manage all funding, contract and financial accountability
- Manage provision of high-level reporting and evaluation as required
- Liaise closely with a variety of stakeholders and agencies to secure and manage longer-term development
- Work flexibly as a member of the Coventry 2021 team and contribute to delivering other elements of the team's work programme as required
- Collaborate with the Creative Director to provide support and content for the fundraising/development, marketing/communications and monitoring/evaluation departments
- Actively engage 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

## **Personal Specification**

- Be youthful
- Be an experienced curator and project manager, working independently and as part of a small team
- Experience of developing digital commissions across the public and private sector, making the case for creative interventions
- Experience in commissioning work with artists and the cultural sector that is diverse, youthful and pioneering
- Experience of building and maintaining relationships with a wide range of stakeholders, including locally, nationally and internationally
- 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
- Experiencing of managing and reporting on budgets
- 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**

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 with reference to the personal specifications.

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 – Monday 28 January 2019

Applications close – Monday 04 March 2019

Interview date –

**Salary – Up to £45,000 gross pa dependent on experience**

## **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)