

Role: City Coordinator (British Art Show 9)

Deadline for Applications: Midday on Monday 29 November 2021

Interviews: Thursday 16 December 2021

Fixed fee, freelance: £11,000 (inclusive of all taxes)

Based on an estimation of: 55 days' work depending on experience

Role begins: as soon after appointment is confirmed

Role expected to complete: 30 October 2022

The City Coordinator

A Manchester collective of gallery and museum partners are working with Hayward Gallery Touring to present British Art Show 9 (BAS9) in Manchester from 13 May – 4 September 2022. We are looking for someone to join the partnership team as a freelance City Coordinator. You will work with and support the partners to deliver a new socially-engaged City Commission developed in response to the context of the city and work with a group of Art Agents who will use BAS9 to make change in their city, along with associated digital and promotional activity.

The role is supported by Arts Council England National Project Grant. The role will be jointly line managed by the BAS9 National Coordinator and a nominated Manchester BAS9 venue lead. The role will require you to contribute to national learning exchange through peer to peer sessions and national meetings.

About British Art Show 9

The British Art Show is a landmark touring exhibition that celebrates the vitality of recent art made in Britain. Organised every five years by Hayward Gallery Touring the exhibition brings the work of artists defining new directions in contemporary art to four cities across the UK.

British Art Show 9 was developed at a precarious moment in Britain's history that has brought politics of identity and nation, concerns of social, racial and environmental justice, and questions of agency to the centre of public consciousness. The artists presented in the exhibition respond in critical ways to this complex context; imagining more hopeful futures and exploring new modes of resistance. BAS9 is curated by Irene Aristizábal and Hammad Nasar, and presented in collaboration with the cities of Aberdeen, Wolverhampton, Manchester and Plymouth.

Castlefield Gallery, HOME, Manchester Art Gallery, and the Whitworth are the host venues in Manchester and the role of City Coordinator will require you to work across the project leads at each venue and with related collaborators across the city.

Purpose of role

Working closely with the partners and the BAS9 National Coordinator, the City Coordinator will support the production of a City Commission in the form of a socially-engaged, process-based artist project, and the development and coordination of Art Agents, a network of community advocates for the BAS9 exhibition in Manchester. The City Coordinator will also coordinate

digital interpretation and access to this activity as well as offering press, marketing and evaluation support.

We are looking for someone with a genuine interest in contemporary visual art, and experience of using art to make change. You will be an engaging and considerate communicator who enjoys working with people and supporting them to develop creative programmes. You will be an excellent organiser, with an ability to collaborate with artists, communities and partners across the city.

About the City Commission

A British Art Show 9 artist has been selected to produce a new socially-engaged project for the Manchester iteration of the exhibition. This Commission is to be developed and produced in collaboration with people in the city. Over the coming months the selected artist will work with specific communities and local artists in Greater Manchester. The ambition is for the Commission to support the local ecology, embedding community working, artist to artist mentorship and new modes of distribution and engagement beyond gallery spaces.

About Art Agents

This community-led programme will bring a small group of Manchester residents and BAS9 partners together to build new understandings and activities. Art Agents will work with their identified needs and use BAS9's art, people, spaces and resources to support them in making change in their city. Through this process new experiences will be shaped for people who may not have previously connected with contemporary art, and organisations will be challenged to examine how they can operate. As City Coordinator you will recruit and empower the Art Agents to lead their own project, engage communities, build trust with our organisations, and use contemporary art to explore ideas and generate legacy and action.

City Coordinator Role

Key Responsibilities

- Support the co-ordination of a new Commission by a contemporary artist selected for BAS9 with a focus on socially-engaged practice.
- Lead on the development of community collaboration, an integral part to the City Commission and Art Agents Programme, and support the Artist and Art Agents in developing the project accordingly.
- Provide production support for BAS9 in Manchester to ensure the effective coordination, delivery and promotion of an ambitious City Commission and Art Agents Programme.
- Be a point of contact for BAS9 partners, the National Coordinator, commissioned artist, commission collaborators and Art Agents, developing collaborative relationships across the activities.
- Support the project management of the City Commission and Art Agents programme, including administering budgets and timelines and ensuring that they are delivered to a high standard and on time.
- Be responsible for the recruitment, contracting and induction of Art Agents and support them in developing community led projects that site BAS9 in Manchester.
- Support the production of interpretation and communications materials, including digital content created by programmes of work.
- Be responsible for updating the BAS9 website with Art Agents and City Commission information.
- Work with the National Coordinator and evaluation leads to contribute to impact reporting around the Art Agents and City Commission activities.
- Document and share key learnings with fellow City Coordinators across the National Tour.
- Day to day, work to and regularly update the partnership team on progress, and attend regular programme and production meetings.

General Responsibilities:

- Work with a strong commitment to the principles of Equality, Diversity and Inclusion, as well as environmental sustainability.
- Ensure strong monitoring and record keeping, to contribute to and support high-level reporting and evaluation as required.
- Maintain high standards in publicly representing BAS9 and the partners in all forms of communication, and in liaising with constituents of the project and key stakeholders.
- Be familiar with and comply with relevant policies and procedures, especially regarding partner and collaborator venues and delivery sites. Where relevant, support others to do the same. Not exclusive to but including Health and Safety, Safeguarding, Equality, Diversity and Inclusion, GDPR.

Person specification:

Knowledge and skills

- Strong knowledge and understanding of the visual arts sector, especially that of Greater Manchester.
- Experience of working with artists and publics to produce projects and live programming.
- Excellent community project management skills to co-develop high-quality projects and events.
- Caring and open minded, working with a can-do-attitude and ambition to support the empowerment of people who may not have previously connected with contemporary art.
- Confident, effective and considerate communicator, able to broker, maintain and grow relationships with a range of people.
- Experience of using social and digital media to document and promote activity and events.
- A good knowledge of evaluation, including skills to support evaluation frameworks and reporting.
- Experience of finance administration including acquiring estimates, processing invoices and monitoring budgets.
- Demonstrable organisation and administrative skills, including experience of drafting and monitoring project schedules.
- Competent across IT and software, including good working knowledge of Microsoft Office.

Experience and interests

- Experience of working with communities as well as the cultural sector, in particular working with young people and adults.
- Strong interest in co-developed and produced community projects responding to contemporary visual art.
- Interested in innovating, being imaginative and adopting creative collaborative approaches.
- Active commitment to the principles of equality of opportunity and access, as well as environmental sustainability.
- Willingness to work with and supporting others to work in line with a range of policies, not exclusive to but including Health and Safety, Safeguarding, Equality, Diversity and Inclusion, GDPR.

Terms and Conditions:

Fixed fee freelance: £11,000

(Inclusive of all taxes and expenses, unless agreed by prior written agreement. The successful candidate must be able to evidence appropriate insurance – specifically public liability. The successful candidate will have ad hoc access to desk, facilities and meeting space when required, and as available across the partner venues, however they will need to operate their own home / office set-up)

Base: Manchester, or within commutable distance and with reliable access to transport.

Hours: to be determined by the appointed candidate in discussion with the BAS9 partnership team and the National Coordinator. The role will demand flexibility and occasional evening and weekend work.

Contract and fee management: The Whitworth on behalf of the BAS9 partners will manage the contract and fee payments. The fee will be paid in four installments including one final payment at the end of the project and contract completion.

How to apply

Please submit either a written or video/audio file application statement and a written CV as outlined below:

1. A statement, up to 2 sides of A4, that outlines why you have applied. Your statement should be clear in covering how you meet the person specification, what qualities and experience you will bring to the role if appointed, and how you are suited to the role as outlined in the description of responsibilities.
2. Current CV and the names and contact details of two referees, one of whom should be your current or most recent employer or equivalent.

Please let us know if you have any access requirements that we can help you with during the application process.

To get in touch with us you can email lorraine.callaghan@manchester.gov.uk or telephone 0161 235 8842 Monday-Friday between 10am – 5pm.

Please send your application to lorraine.callaghan@manchester.gov.uk

Or send your application by post to Lorraine Callaghan, Manchester Art Gallery, Mosley Street, Manchester M2 3JL.

Please ensure you use the subject when either emailing or submitting your application by post: City Coordinator (BAS9)

Interviews will take place over zoom.

Shortlisting and appointment

The position will be shortlisted, interviewed for and appointed by the National Coordinator and representatives of the BAS9 Manchester team.

If we have not contacted you by 12noon on Friday 10 December 2021, we thank you for your application but we are sorry you have not been selected for interview on this occasion. Unfortunately, due to the likely volume of applications we are unable to provide feedback to applicants that do not progress to interview stage.

Equal Opportunities

If you are excited by what we could create together, we'd love to hear from you.

We are proud of and actively celebrate Manchester's rich diversity and believe our teams should reflect our communities and visitors. Be that age, disability, ethnicity, gender, gender identity, religion or sexual orientation. Simply, we have a deep belief that inclusion and diversity create a more inspiring environment to work, where people are treated with respect and can be comfortable being themselves.

We provide adjustments for individuals during the recruitment process and flexibility throughout working career so you can be at your best. We are also aware that not everyone has internet access and access to IT equipment, and will take steps to make sure that this is not a barrier to applicants.

Thank you for your interest in this opportunity!

City Coordinator Funding Partner:



Project Partners:

