

## JOB DESCRIPTION

**JOB TITLE:** Programme Coordinator (Creative)

**HOURS:** Part-time, 30 hours per week (0.8 FTE) – some evenings and Sundays

**LOCATION:** London, NW3

**REPORTING TO:** Creative Producer

**ANNUAL LEAVE:** 28 days (including Bank Holidays) + Jewish Holidays that fall on working days

**SALARY:** £26,500 per annum pro rata (£21,200 at 0.8 FTE)

### PURPOSE OF ROLE:

To provide a high standard of operational support and coordination to JW3's Creative programmes, leading on liaison between Programming, Production and Visitor Services functions, as well as JW3 and visiting organisations/partners.

### RESPONSIBILITIES

- Be the first point of contact for the Creative team, ensuring correspondence is forwarded to the relevant team member promptly
- Take responsibility for the processes and systems in place to help deliver the work of the Creative team; troubleshooting, streamlining and embedding these as needed
- Lead on the effective utilisation of venue management and CRM systems – including Artifax – ensuring information is kept up to date and communicated with all appropriate teams
- Work with Programming, Production and Visitor Services teams to ensure all projects are achievable and successful, from conception and feasibility through to delivery
- Coordinate the purchasing and provision of food and drink, couriers, transport and accommodation for relevant parties as instructed by line management
- Regularly provide event coverage for a range of programming activities, including evenings and weekends
- Coordinate delivery of online events, including acting as alternate host for events as and when required
- Contract management with commissioning partners, artists and co-producers, including issuing of contracts to visiting artists/teachers/partners
- Provide diary management and scheduling support to the Creative Producer and Director of Programming & Impact
- Monitor and communicate deadlines to the team, ensuring key information is supplied to relevant parties in a timely manner
- Undertake reporting on Creative programmes as required
- Manage the inventory and storage of resources needed for Creative programmes
- Build and nurture positive working relationships with external stakeholders for the successful delivery of Creative Programmes

- In collaboration with Finance, oversee the management of invoices and payments to artists/teachers/partners
- Actively support with running of events
- Protect and enhance the reputation of JW3, representing the organisation in an appropriate and professional manner to stakeholders, acting as an advocate for the work of JW3.
- Attend all relevant staff meetings, supervisions, training days etc.
- Undertake other reasonable duties as required by your line manager or member of the Senior Leadership Team.

*This role description is not exhaustive or all encompassing. Certain elements of the role may change from time to time, without altering the core premise of the role or the level of responsibility involved. This information will be reviewed and updated as and when appropriate, in consultation with the post holder, to reflect appropriate changes.*

### **Essential Skills & Experience**

- Highly organised with efficient management of time and responsibilities
- Strong attention to detail
- Experience of troubleshooting and creatively resolving issues related to processes and systems
- Ability to navigate competing priorities and manage time-sensitive issues in a calm, professional manner
- Ability to interact confidently and build relationships with a wide range of stakeholders at all levels.
- Proactive and solution-focused, with an ability to anticipate and resolve issues that arise
- High level of IT proficiency
- Willing and able to work flexibly to meet the needs of the team and organisation
- Friendly and approachable, with an ability work collaboratively and effectively with others
- Excellent written and verbal communication skills

### **Desirable**

- Experience or understanding of Jewish communal, cultural and/or educational organisations
- Experience of working in a similar position at festivals, arts centres or other cultural organisation, providing comprehensive support and coordination

### **Personal Qualities**

- Demonstrates a commitment to furthering JW3's vision and mission
- Is approachable and able to engage positively with others, building and maintaining strong working relationships
- Has a proactive and flexible approach to their work, including a willingness to work in the evenings, weekends and Bank Holidays, to serve the needs of a community Centre that operates 15 hours per day for 6+ days per week