

WHEELWORKS

JOIN OUR TEAM

ARTCART COORDINATOR

ArtCart Coordinator Job Description

Job Title: ArtCart Coordinator

Position: Part Time, 20 hours per week. 4 days per week between 9 am to 5pm (Some evening and weekend work involved)

Fixed Contract Period: January 2024 to March 2025 with possibility of extension

Salary: £27,000 pro rota. This post is part funded by Arts Council NI

Responsible for: Coordinating, Developing and Delivery of ArtCart Programme across Northern Ireland.

Applications Process: Please email farah@wheelworksarts.com to receive your application pack.

We will only be accepting completed application via this method. No CV are accepted.

The ArtCart Programme provides an inspiring mobile space for young people and communities to come together for creative learning while exploring possibilities and having fun. The ArtCart is the only service of its kind in Northern Ireland and can travel to any location.

On the ArtCart, we offer enjoyable experiences using a fusion of digital and traditional arts activities. This role requires a can-do, hands-on approach as well as a passion for promoting and igniting creativity amongst young people and their communities. You will be highly organised, an effective communicator, (written and oral), with an ability to lead, develop and deliver the ArtCart activities in the community, youth clubs, festivals, and events across Northern Ireland. You will be proactive in your approach, with exceptional attention to detail, strong personable skills enabling you to build relationships with internal and external stakeholders and deliver innovative and high-quality creative activities across Northern Ireland.

Key Accountabilities

- Coordinate, develop and deliver both established and new ArtCart programmes
- Generate interest and leads, respond to enquiries, and secure bookings for ArtCart workshops, community activities and events or festivals
- Promote, plan, and deliver 80+ ArtCart workshops and outreach activities in partnership with young people, youth, community, voluntary groups, WheelWorks programmes, support organisations or event organisers
- Promote, plan, and deliver 20+ festival events or activities in partnership with event organisers, local councils, private and/or voluntary organisations and youth/community groups
- Develop additional income streams by collaborating with arts/voluntary and other third sector organisations to bring the ArtCart, arts engagement and outdoor entertainment to commercial events, open days, and festivals such as Balmoral Show, Lord Mayors Parade, Tourist Board events, local and city council events and private businesses etc
- Coordinate, plan and schedule the delivery of workshops, activities, and events as per bookings

- Reach out to youth groups, schools, and community groups in areas of greatest needs to promote and increase arts led participation
- Work closely with organisers and artists to create bespoke and entertaining creative activities, experiences, workshops
- Identify and recruit an experienced team of freelance artists and facilitators to deliver the high-energy drop-in activities, workshops for festivals and events
- Coordinate and arrange equipment and materials as required for the ArtCart activities
- Increase the delivery of arts and technology led innovative activities booked by organisations, events agencies, local and city councils, community groups and funders etc
- Liaise closely with ArtCart driver/s and WheelWorks team members when scheduling ArtCart activities, equipment usage, and materials needed.
- Monitor budgets and update project progress using WheelWorks online project reporting tools
- Establish, maintain, and update all relevant project management systems to maintain records of activity and provide reports, evaluation and statistical data as required
- Flexible working hours may be necessary to accommodate the project's needs, these can be negotiated on a need to basis with the WheelWorks CEO

Programme Development Focus

- Assist with the research, preparation, and submission of funding proposals to complement the ArtCart programme amongst disadvantaged communities
- Reach out to councils, voluntary and public sector organisations and increase the ArtCart activities and bookings
- Increase and develop ArtCart bookings for creative activities in the community and at community and social events, and with festivals organisers
- Promote and publicise the ArtCart programme via social and digital media platforms
- Promote and develop new arts and technology led offers/ activities to inspire participants
- Build and sustain effective working partnerships and collaborations with individuals and organisations, including umbrella agencies, councils and other organisations working in relevant fields
- Represent WheelWorks at conferences, networking event, seminars and other public platforms when required
- Actively share WheelWorks promotional materials/campaigns and ensure that the WheelWorks brand is visible at all events, workshops, and sessions as appropriate

General Duties

- Contribute and adhere to good practice in all aspects of WheelWorks delivery, including the organisation's Health & Safety, Child Protection / Safeguarding, Equal Opportunities, data protection, Pro Diversity Policies, and the Code of Behaviour for Staff & Artists.
- Maintain all ArtCart project related administrative and quality requirements
- Ensure that all ArtCart bookings are maintained and are up to date on the WheelWorks Calendar and relevant artists, equipment has been booked/organised in advance
- Maintain regular time management of your office working hours and anytime spent at events
- Undertake any other reasonable tasks relevant to the delivery of WheelWorks overall work plan
- Provide general office, administrative & support needs as part of a small team

Other Information

This job description will be subject to review in the event of changing circumstances and may include other duties / responsibilities as may be determined in consultation with the post holder. The working times stated are required for the job role. It is not intended to be rigid and inflexible but should be regarded as providing standards within which the individual should work.

For more information or to request an application pack please email Farah Chowdhury CEO, at farah@wheelworksarts.com