**university
of the arts
london**

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JOB DESCRIPTION	
Job Title: Transforming Collections Public Programme Coordinator	**Accountable to**: Project and Partnerships Manager
Contract Length: Fixed term – until 9 November 2024	**Hours per week/FTE**: 21 / 0.6FTE (with the possibility to increase to 0.8FTE)
	Weeks per year: AYR
Salary: £37,532 - £45,865 per annum (pro rata)	**Grade**: 4
College/Service: Decolonising Arts Institute/ Research Management and Administration	**Location**: Chelsea & Various locations

Purpose of Role:
Transforming Collections is a 3-year project led by UAL Decolonising Arts Institute in partnership with UAL Creative Computing Institute, in close collaboration with Tate and 15 other partner organisations. It is part of the Arts and Humanities Research Council funded programme, Towards a National Collection (TaNC), a strategic 5-year research and development initiative aimed at harnessing the potential of new technology to dissolve barriers between collections.

The purpose of the Transforming Collections Public Programme Coordinator role is to work closely with the project team and in particular with Tate as the main project partner, in order to plan, coordinate and disseminate research findings through the logistical production and delivery of an appropriate accessible and inclusive public programme for diverse audiences, such as a symposium, digital and/or physical displays, participatory workshops and talks.

Duties and Responsibilities

- To work closely with the project's Principal Investigator, Project & Partnerships Manager, Project Administrator and Co-Investigators based at Tate leading on production duties relating to the Transforming Collections project's public programme and related events.

- To facilitate the planning including the logistical and delivery coordination and delivery of a series of events as part of the Transforming Collections project public programme at Tate in Autumn 2024, supporting the project team and Tate colleagues as necessary.

- To coordinate the production and documentation of events by liaising with the wider team of project researchers.

- To work with Tate colleagues to develop and engage local, national and international public audiences for the programme.

- To develop, support and facilitate relevant external and internal partnerships which promote collaboration and mutual benefit.

- To work closely in collaboration with UAL and Tate Communications teams, to prepare announcements and related events publicity, to promote awareness and engagement with the public programme for internal and external audiences.

- To work with colleagues in the Decolonising Arts Institute and Creative Computing Institute to produce and deliver relevant public engagement activities to further disseminate the project research.

General

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.

- To undertake health and safety duties and responsibilities appropriate to the role.

- To work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality, diversity and inclusion in your work.

- To undertake continuous personal and professional development through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.

- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.

- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL (University of the Arts London) Sustainability Manifesto (2016 – 2022).

Key Working Relationships:

Line Manager
- Project and Partnerships Manager (PPM)

Internal
- Director Decolonising Arts Institute
- Programme leads Creative Computing Institute
- Project Co-Investigators and Research Fellows
- UAL Communications Manager
- Project Administrator
- Academic staff

External
- Tate Co-Investigators and other relevant Tate team members
- Researchers and speakers
- Practice researchers
- External producers
- Contractors
- Partner organisations and audience groups

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Specific Management Responsibilities

Budgets: None

Staff: None

Other (e.g. accommodation; equipment):

HERA code 000849

Signed <u>Jerneja Rebernak</u>   Date of last review <u>28 April 2023</u>
    (Recruiting Manager)

Job Title: Project Coordinator   Grade: 4

Person Specification	
Specialist Knowledge/Qualifications	A degree or equivalent relevant qualification Knowledge of the museum, gallery and contemporary arts sectors.
Relevant Experience	Extensive experience of working in the co-ordination, production and delivery of public programmes focused on diverse, accessible and inclusive audience engagement. Experience of institutional collaboration with external partners and diverse stakeholders. Experience of communicating at a professional level with the museums and galleries sector Experience of exhibitions, in terms of managing object list, drafting exhibition texts, assisting in installation.
Communication Skills	Communicates effectively orally, in writing and/or using visual and digital media.
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism.
Planning and managing resources	Plans, prioritises and organises work to achieve objectives on time.
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student experience or customer service	Builds and maintains positive relationships with audiences, students or customers

Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria.