



Associate Artist: Creative Engagement Coordinator

Summary:

Mind the Gap is looking for a Creative Engagement Coordinator to join our team on a part time, PAYE basis (unless otherwise agreed).

The Creative Engagement Coordinator will support and facilitate the participation of learning-disabled artists across MTG's Academy, touring, and other programmes. The post-holder will specifically lead on MTG's *Engage* project, funded by the Paul Hamlyn Foundation, which aims to raise aspirations, challenge low expectations and leave a legacy of participation, collaboration, advocacy and leadership for learning disabled artists.

The role will have an outward focus on supporting the engagement of learning-disabled (LD) artists and aspiring artists within the wider community, creating access to training and skills development. This role involves working with seven theatre venues across the country (that have already signed up to the project) and arts and community organisations in their local area.

Job title:	Creative Engagement Coordinator
Responsible to:	Senior Producer (Lisa Mallaghan)
Contract type:	Part-time, fixed term PAYE contract
Hours:	0.5 / 2.5 days / 20 hours per week – to be worked flexibly, and will include evenings and occasional weekends
Salary:	£20,344 to £22,021 depending on experience
Dates of engagement:	1 June 2019 to 30 November 2020 (18 months)
Deadline for applications:	Wednesday 15 th May 2019 at 12 noon
Workshop / Interviews:	Wednesday 22nd May 2019 Note: this will include facilitating a practical session with MTG artists
Start date:	w/c 3 rd June 2019

About Mind the Gap

Mind the Gap is one of Europe's leading theatre companies creating work in partnership with learning disabled artists. We tour productions regionally, nationally and internationally. Our custom designed Studios in Bradford offer exemplary access and excellent quality equipment and facilities.

Candidates are strongly encouraged to find out more about the company and its work, including the Daughters of Fortune project, by looking at our website:

<http://www.mind-the-gap.org.uk>.

About the Role

Essential Skills and requirements:

- experience of working as a performing arts / theatre practitioner
- knowledgeable and proficient in a specialist theatre skill or skills
- experience of project management, planning and coordinating projects
- excellent organisational skills
- positive and diplomatic – able to act as an Ambassador

Desirable Skills:

- experience of working alongside people with learning disabilities
- Arts Award Adviser qualification
- flexible skills with ability to teach a range of different skills and styles
- presentation skills
- ability to produce reports
- First Aid at Work qualification

The ideal candidate will be:

- a confident communicator and performer
- able to work with own initiative
- able to work flexibly in a team
- able to work under pressure
- good at time keeping and meeting deadlines
- be respectful and committed to equality of opportunity for all

Application procedure

Mind the Gap welcomes and encourages applications from everyone regardless of their age, sex, race, religion or belief, sexual orientation, gender identity, ethnicity, disability or nationality. We positively welcome applications from people from backgrounds that are currently underrepresented in the arts. If you require information in a different format, or the standard application formats below are not accessible / suitable for you, please telephone 01274 487390 and ask to speak to Deborah Dickinson, or email deborah@mind-the-gap.org.uk.

To make an application please:

- read the Job Description and Person Specification

- complete the Application Form – please clearly describe how your skills and experience match the Essential and Desirable criteria summarised in the Person Specification
- complete the Equal Opportunities Monitoring optional online form - <https://forms.gle/af2QRxMfEmdUYSiMA>

Return your form before the deadline to Associate Producer Deborah Dickinson:
deborah@mind-the-gap.org.uk.

Or by post to:-
Deborah Dickinson, Associate Producer
Mind the Gap
Mind the Gap Studios
Patent Street
Bradford
BD9 4SA