

Special Projects Coordinator

Application Information

1. Application Criteria

This post is offered as part of the Weston Jerwood Creative Bursaries Programme, aimed specifically at recent graduates from low-income backgrounds looking to start a career in the arts.

To be eligible applicants must:

- Have graduated from a first degree (BA or equivalent) within the past two years (i.e. in 2015, 2016 or 2017). No minimum grade is required AND
- Have received a full maintenance grant during the full period of their course and be able to verify it with the necessary paperwork AND
- Be a full-time UK resident.

Please ensure that you meet these criteria before applying for this position. More details about the criteria can be found in the programme's [FAQ's Eligibility](#). You can find full details of this national programme and other opportunities available across the UK [here](#).

The Weston Jerwood Creative Bursaries Programme provides talent development opportunities for recent graduates from low-income backgrounds. Through it, Jerwood Charitable Foundation and its partners seek to change the socio-economic barriers that skilled graduates entering the arts workplace are facing. The programme provides paid entry-level placements at leading UK arts organisations, supported by a structured programme of ambitious professional development and peer mentoring.

The Programme is designed and managed by Jerwood Charitable Foundation in partnership with the British Council. It has been made possible through the combined support of Arts Council England's Ambition for Excellence Fund, Garfield Weston Foundation, Jerwood Charitable Foundation, CHK Charities Limited and PRS Foundation.

As part of the Weston Jerwood Creative Bursaries Programme, participants will take part in a structured development programme, specially curated to ensure that working with Cockpit Arts will give you the best possible start to a career in the creative industries.

The Weston Jerwood Creative Bursaries Programme works with 40 organisations from across the UK, meaning that the successful Cockpit Arts participant will be part of a community of 40 individuals, all working in different arts organisations around the country.

The successful participant will*:

- Work with a personal mentor, chosen by Cockpit Arts and the participant, aimed at providing one on one guidance and support throughout the process and offering networking and industry contact opportunities.
- February 2018: Take part in a Leadership and Diversity workshop geared towards planning for your career progression.
- July 2018: Visit an international festival.
- November 2018: Have the opportunity to apply to take part in an international work placement**.
- January 2019: Take part in a 'Moving On' workshop to evaluate your experience and look at the next steps in your career.

*All aspects of the development programme are fully funded by the host organisation and the Weston Jerwood Charitable Foundation.

** Participants who would like to take part can work with their organisation to apply. Participants are not guaranteed an international placement.

2. Job Description

Salary: £17,095.00 (over 12 months)

Start Date: no later than February 2018

End Date: February 2019

Hours: Monday – Friday, 9.30am – 5.30pm. One-hour lunch break. Occasional overtime / weekend events with time off in lieu

Holiday: 20 days plus Christmas week office closure and bank holidays.

This role is offered on a 12-month basis as part of the Weston Jerwood Creative Bursaries programme. However, there may be the possibility of renewal for the right candidate.

3. Main Job Tasks and Responsibilities

The Special Projects Coordinator will assist the CEO and Head of Development with the administration of developmental and special projects, including but not limited to capital projects, a capital fundraising campaign; residencies, awards and a variety of fundraising and commercial initiatives.

- conduct research, collect and analyse data to prepare funding applications, reports and documents that support the work of the CEO & Head of Development
- prepare and edit correspondence, communications, presentations, reports and other documents
- contribute to the maintenance and efficient use of databases
- file and retrieve documents and reference materials
- provide personal administrative support and assistance to the CEO & Head of Development as needed
- assist with the efficient running of the Cockpit Arts' office and administration as needed
- arrange and co-ordinate meetings and events such as Award interviews, private tours of studios, exhibiting events, drinks receptions and supporter events
- record, transcribe and distribute minutes of meetings
- monitor, screen, respond to and distribute incoming communications
- answer and manage incoming calls
- receive and interact with incoming visitors
- liaise with internal staff at all levels
- interact with external clients
- co-ordinate project-based work
- assist with organisation of events (day and evening) and weekend selling events (4 a year)

- any other duties as may be required by the CEO & Head of Development

Required:

- Good administrative and organisational skills
- Excellent and demonstrable communication skills both verbal and written
- Strong IT skills and good knowledge of Microsoft Office, Excel, WordPress, Mailchimp, Google Analytics or willingness to learn.
- Ability to work under pressure, prioritising between conflicting demands and retaining attention to detail
- Experience in customer service / customer facing role

4. How to Apply

Cockpit Arts would like to make the application process as simple and stress-free as possible for all participants. If you have any questions, at any time, please feel free to contact us on the details below - we are happy to help!

Zoe Lacey
Executive Assistant
zoe@cockpitarts.com; t 020 7419 1962

Stage 1.

All applicants must complete a brief and anonymous survey questionnaire to be considered for interview. The results will be held by Jerwood Charitable Foundation and will not be shared with the organisation you have applied to and will not be used in assessing your application

<https://www.surveymonkey.co.uk/r/JerwoodCharitableFoundationApplicants>

You will be given a code on completion of the survey - please enter this code on your application form.

Stage 2.

Please complete the section entitled '**Application**' at the end of the end of this document. The form consists of a series of simple questions about yourself to ensure that you meet the application criteria.

Stage 3.

Please create a covering letter to accompany your application form. We have included questions that we would like you to address in your covering letter however, these are for guidance only and you are free to add additional information if you feel it is relevant.

To make the application process as easy and accessible as possible, you may create your “covering letter” in any of the following formats:

- A standard, written covering letter, no more than one A4 page.
- A PowerPoint presentation, no more than one slide per question and one slide for additional information.
- A video or audio file, no more than three minutes long. Please ensure that video/ audio files are only submitted in the following formats: QuickTime Movie (.mov), MPEG-4(.mp4, .m4v) iTunes Audio (.m4a, .m4b, .m4p)

Please ensure that the suggested questions are covered in whichever format you choose. All formats are weighted equally, and the different options are simply provided to ensure that you are as comfortable and confident as possible with the application process.

Submission

Please send your application to zoe@cockpitarts.com, to include the Application Form, cover letter and all forms requested, no later than 5 December 2017. If you are shortlisted for interview, interviews will be held on 12 & 14 December.

Covering Letter - Suggested Questions

1. Please introduce yourself and tell us a little bit about you; what did you study and why? What are your aspirations?
2. Please tell us what excites you about working for Cockpit Arts.
3. Please tell us about why you think that you would be a good candidate for the position; do you have any previous experience? What skills can you bring to the role? What are your main strengths?

Please Note:

We do not expect all candidates to have relevant work experience. Rather, we are keen to build on your natural strengths. Please remember that education and or/ life experience is just as important, and we are interested to hear about how your personal experiences might make you an excellent addition to the Cockpit Arts team.

5. Application Form

Please separate this form and include or attach with your Cover Letter and all forms requested.

Application for Special Projects Coordinator

Application

1. Name:
2. Survey Code (see 'How to Apply'):
3. Name of University, course title and qualification gained:
4. Do you have Student Finance Breakdown letters for each year that you attended university? Yes/No

If yes, please ensure that these documents are scanned/ photographed and attached to your application email.

If no, you can find these documents via the Student Finance Portal or request them via Student Finance England.

5. Do you have proof of your year of graduation? e.g. your degree certificate Yes/No

If yes, please ensure that these documents are scanned/ photographed and attached to your application email.

If no, you can find these documents via the Student Finance Portal or request them via Student Finance England.

Please DO NOT submit your application without the forms requested. You will not be invited to interview unless these forms have been provided.

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