



*The Photography Network*

## **Programme Co-ordinator – information pack August 2015**

### **1) INTRODUCTION**

Many thanks for your interest in the role of Programme Co-ordinator at Redeye.

Redeye connects people in photography, supports photographers' development and builds the photography ecology across the UK. Redeye's events programme has a strong reputation for being innovative and ambitious. We aim to support all photographers as they progress their careers, by providing a range of inspiring events and professional development opportunities for members and non-members such as talks, masterclasses, networking meetings and peer groups, practical workshops, discursive conferences and portfolio reviews.

This programme not only supports and builds our membership's capacity but extends its reach as we look beyond our immediate location of the North West. Reflecting a commitment to provide long-term support to a broad visually creative community, Redeye recently became one of the first Community Benefit Societies in the arts. Within this, an engaged and lively membership is a key component for success.

We deliver most activities in partnership; with key photography galleries such as Open Eye and Impressions, and a range of other arts and photography organisations. We campaign for photographers in partnership with other member bodies on the British Photographic Council. Redeye is a National Portfolio Organisation of Arts Council England.

As an important aspect of moving Redeye forward, we are seeking a programme co-ordinator to join the team, and to take responsibility for the delivery and evaluation of the events programme. As the role develops it will also involve contributing to long-term artistic programme planning, forging new membership benefits, and negotiating mutually-beneficial partnerships with other organisations.

We are looking for someone who is:

- Confident and highly motivated with experience in event management;
- Totally IT and web literate;
- An active networker who enjoys interaction with people and the social aspect of arts work;
- A self-manager, comfortable working flexibly who can take full responsibility for delivering events;
- Is resourceful, reliable and good at solving problems as they occur.

You'd be joining a small team of dedicated people, who are all committed to photography and photographers in the UK. Redeye aims to be an equal opportunities employer. We recognise and encourage the potential of a diverse workforce and appoint on merit.

## 2) YOUR APPLICATION

### Completing Your Application

1. Please copy parts (a) to (g) of section 4 into a document, or use the same headings. Complete all sections giving examples. Title this document SurnameFirstnameApplication.pdf (or .doc, .docx or .rtf) using your own name.

2. Please also copy section 5 into a separate document, titled as follows: SurnameFirstnameEqualOps.pdf (or .doc, .docx or .rtf) using your own name.

Your application **must** include the two documents:  
SurnameFirstnameApplication.pdf (or .doc, .docx or .rtf)  
SurnameFirstnameEqualOps.pdf (or .doc, .docx or .rtf).

You **may also** include a covering letter and/or full CV entitled as follows:  
SurnameFirstnameCV.pdf (or .doc, .docx or .rtf)  
SurnameFirstnameLetter.pdf (or .doc, .docx or .rtf).

Application is by email only.

You are welcome to email [submissions@redeye.org.uk](mailto:submissions@redeye.org.uk) if you have any queries before submitting your application. Please use the word Query in the title and allow one week for a response.

Interviews will take place on 3 or 4 September 2015 in Manchester. We aim to inform you if you have been shortlisted for an interview by 28 August.

### Returning Your Application

Please return your application by email, in PDF, RTF, DOCX or DOC format only, to **[submissions@redeye.org.uk](mailto:submissions@redeye.org.uk)**, with the phrase "Programme Co-ordinator Application" in the subject. The closing date is 10am on Wednesday 26 August 2015. All emails will be acknowledged and if you have not had an acknowledgement within one working day please call 0845 456 0260.

### **3) JOB DESCRIPTION AND PERSON SPECIFICATION**

#### **a) Overview**

Title: Redeye Programme Co-ordinator

Reporting to: Redeye's Executive Director

Location: the post holder can combine working from Redeye's office in central Manchester and from home as appropriate. You will also be required to attend all events, which often take place in the evenings and at weekends in various locations. Ability to work flexibly and travel is crucial. Travel costs other than to the Redeye office can be reclaimed.

Hours: 91 hours pcm, worked flexibly, by negotiation, as a combination of weekday, evening and weekend work within the monthly hours.

Start date: September 2015. Exact date to be negotiated.

Fee: £5706 for an initial 6 month contract, payable monthly. This is equivalent to £20,380 per annum FTE – i.e. £11,412 per annum pro rata.

Contract: this is initially offered as a six-month contract with the expectation to continue it longer term. Consideration will be given to proposals for a freelance (self-employed) or staff contract. Please state any preference when applying.

#### **b) Key responsibilities:**

- Assisting other Redeye staff to plan and develop a coherent, high-quality programme. This includes:
  - Building an understanding of our strategy for programming;
  - Maintaining a keen eye on the arts calendars and developments within arts organisations and artists' networks including competitor programmes and existing offers from others.
- Ensuring quality for event delivery by taking full responsibility for:
  - Managing each event including the technical and logistical set up, smooth hosting, running and effective use of any volunteers as required;
  - Researching, negotiating and liaising with contributors, venues, hosts and partners;
  - Gathering and collating event information and data, working with others in the team to ensure appropriate information on our and partner websites and in social media;
  - Budgeting and administration, ticket sales, partnership deals;
  - Working with other team members to conduct post-event income and expenditure review to inform future event planning;
  - Reporting back on events, including written and recorded documentation, and evaluation.
- Working with the team to help build membership numbers and member participation through advice and support, discounts and offers, feedback and forums.
- Other duties within the Redeye team's overall workload, as reasonably requested.

- As the role develops there is likely to be the opportunity to input further into the development of Redeye's programme. Duties could include:
  - Researching the needs and wants of the photography sector and our markets, and the existing offer from other organisations;
  - Consultation with the Redeye team, board, members and stakeholders;
  - Identifying new partners and collaborators;
  - Maximising take-up by identifying and managing any competition;
  - Identifying and proposing other relevant opportunities for artistic development.

### **c) About you – “person specification”**

Skills and qualities are essential except those labelled (D) for desirable.

#### **Knowledge and skills**

##### Events and programme

- Proven experience of delivering public events and programmes, preferably in the arts or creative sectors;
- Experience of administering projects, working to budget and record keeping;
- Ability to manage volunteers;
- Experience of setting up and trouble-shooting sound, projection and other AV equipment;
- Full driving licence with use of a car. (D)

##### Communications

- Strong interpersonal skills including diplomacy and negotiation; appropriately and effectively using in-person and digital communications techniques;
- Thoroughly IT and web-literate; experience of working with presentation software; in-depth understanding of website content management systems; willingness to learn about and embrace new digital platforms and tools;
- Experience of talking in public and responding to audience queries;
- Active contributor to social networks and websites on a daily basis as part of your professional profile; (D)
- Good written communications and report writing, familiar with presenting information in person to events and meetings. (D)

##### Partnerships and advocacy

- Willingness to act as an advocate for Redeye in particular towards building its membership;
- Good research and analytical skills to support Redeye's business and artistic development;
- Awareness of the arts and creative ecosystem, and experience of creating effective partnerships and professional relationships within the arts and creative industries; (D)
- Understanding of how social enterprise contributes to cultural and arts development. (D)

##### Other personal attributes

- Keenness to achieve high quality standards through fine attention to detail and swift, effective resolution of problems;
- Self-motivated, resourceful and reliable; comfortable working under pressure and to multiple deadlines;
- Fully able to work within a team to prioritise collectively and share workload to achieve best results.
- The ability to identify and respond to the needs of the organisation and find imaginative solutions. (D)

### **Attitude**

- Enjoys and takes satisfaction from the social and peer networking aspect of the work;
- Stimulated by the context of working in a small organisation, and the inherent need for multitasking, flexibility and adaptability;
- An interest in photography and working with photographers to develop their practice, and a willingness to learn more;
- Active contributor to knowledge sharing and co-learning;
- Enthusiastic about developing engagement with our communities of interest, new audiences and partners;

The more you know about the philosophy and ethos of Redeye and the environment for our work, the better.

## **4. APPLICATION FORM**

### **a) Personal details**

First name(s):

Last name:

Address:

Telephone (day):

Telephone (evening):

Email:

Please state the earliest date you could take up post, if offered the job:

### **b) Introduction or covering letter text**

Please summarise the key reasons why you are interested in this role and anything special you might bring to it.

### **c) Relevant experience and suitability for the post**

This is your opportunity to make the case for being considered for this role in more detail. Please demonstrate how your experience, qualifications or aptitude fit each criterion of the person specification. State how this role will fit in with your other commitments.

### **d) Other interests, hobbies & leisure pursuits**

Please give details of any other interests you wish to mention.

### **e) CV tailored for this post**

Including your educational qualifications, employment history, membership of relevant bodies

- Include in each case dates, job title, key responsibilities, organisation, and reason for leaving.
- State if work was voluntary/unpaid.
- Please also account for any gap longer than 1 month in your employment history.

If working freelance or self-employed please include the scope, detail and dates of your most significant commissions and clients.

**f) Referees**

Please give details of two referees, the first of whom must be one of the following:

- If you are full- or part-time employed, your current line manager;
- If you are unemployed, your most recent line manager;
- If you are freelance, the person who commissioned you for your most recent major piece of work.

Please explain which one of these roles your first referee carries out.

References may be taken up for shortlisted candidates, but you may state if you do not want this to happen unless a job offer is made. A telephone number or email address is required.

First referee's name:

Address:

Email:

Telephone day: evening:

How do you know this referee?

May we approach this referee if you are shortlisted, before any job offer is made?

Second referee's name:

Address:

Email:

Telephone day: evening:

How do you know this referee?

May we approach this referee if you are shortlisted, before any job offer is made?

**g) Declaration**

Please sign or type your name and date your application and include the following statement:

I confirm that the information I have given on this form is correct. I understand that false information or misleading statements may be sufficient grounds for dismissal.

Signed:

Date:

## 5. EQUAL OPPORTUNITIES

Redeye aims to be welcoming to the widest possible range of people. To help us to see whether we are doing this, we're collecting some statistics relating to equality issues.

The details you provide will be treated as strictly confidential and in no way will they be taken into account in shortlisting or determining your suitability for the post and will be used for statistical purposes only. If you prefer not to answer any question please leave blank.

a. What is your gender?

b. What age range are you in?

Under 18 [ ]

18-25 [ ]

26-35 [ ]

36-45 [ ]

46-60 [ ]

61-75 [ ]

76 or over [ ]

c. What is your nationality?

d. What is your ethnicity?

e. Do you consider yourself to have a disability?

Yes [ ] No [ ]

We would like to thank you very much for your interest in Redeye and for your application for this job.