

NEWHAMPTON ARTS CENTRE

# CREATIVE FUTURES PROJECT CO-ORDINATOR

SEPTEMBER 2024

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## CREATIVE FUTURES PROJECT CO-ORDINATOR

**Newhampton Arts Centre is looking for a project co-ordinator to plan and deliver a weekly Saturday visual arts workshop programme for 12-16's in Wolverhampton from autumn 2024-summer 2025.**

Newhampton Arts Centre is Wolverhampton's busy community arts centre, situated a stone's throw from the Molineux just outside the city centre. It programmes approximately 100 live events in the theatre annually, has a programme of weekly courses and classes, and also a developing participatory and outreach programme including Holiday Activities Fund events; the #LOVETHEREANS Festival; and during 2024 the Wolverhampton Urban Rooms. NAC is a National Portfolio Organisation of Arts Council England.

### PROJECT CONTEXT

Newhampton Arts Centre has been awarded funding by The Eveson Trust and Trusthouse Foundation to develop a weekly visual arts programme for 12-16 year olds in Wolverhampton. The aims of the programme are:

- ▶ To inspire young people's creative work and develop their skills, confidence and knowledge in visual arts practice in its widest sense.
- ▶ To create a safe, social and constructive environment that young people feel at home in.

#### **The co-ordinator will:**

- ▶ Produce attractive marketing materials for the programme and distribute it to key local schools, establishing contacts with teachers.
- ▶ Set up and schedule an agreed number of taster workshops in Wolverhampton schools to encourage pupils to sign up for the programme.
- ▶ Structure the content of the programme to be attractive to the target age-range.
- ▶ Recruit suitable artists to deliver the programme bearing in mind age and content.

- ▶ Communicate session times, content and all other required information to course participants, carers/parents, schools and others as required, and act as a point of contact for participants at all times.
- ▶ Ensure that artists/contributors are briefed as regards NAC's key policies relating to the programme, particularly Safeguarding and Health and Safety.
- ▶ Ensure all practical arrangements are in order for each session including materials and refreshments and liaise with NAC staff to ensure they are briefed.
- ▶ Liaise with the national Saturday Club organisation and ensure that the Wolverhampton Visual Art school is a part of the network.
- ▶ Maintain attendance and other course records as required by funders and NAC.
- ▶ Other duties that may be required from time to time to ensure the efficient running of Newhampton Arts Centre

## **PROJECT STRUCTURE AND BUDGET**

The project will contain the following elements:

- ▶ Taster sessions run in Wolverhampton secondary schools or equivalent sites.
- ▶ Two termly blocks of ten Saturday workshops run at Newhampton Arts Centre.
- ▶ Masterclasses by visiting artists/creative professionals.
- ▶ Trips to art galleries and national Saturday Club events.
- ▶ Exhibitions of work created during the programme.

The budget covers fees for the Producer and for workshop leader and assistant artist for each session. There are also fees for visiting artists and materials, marketing and exhibition costs. The budget will be controlled by the Co-ordinator who will report to NAC.

## **CONTRACT AND FEE**

This will be a self-employed contract for services. The fee payable will be £8000.00 payable in agreed monthly instalments against invoices.

## **USEFUL LINKS**

<https://www.newhamptonarts.co.uk/>

<https://saturday-club.org/>

## TO APPLY:

To apply please respond to this tender with a written response that should include:

- Relevant professional or equivalent experience, particularly project management and work with young people.
- A description of a sample Saturday session that you or an artist would deliver for a group of 16 12-16's, including what the content would be and what the young people would have learnt by the end of the session.

Please send your response to [admin@newhamptonarts.co.uk](mailto:admin@newhamptonarts.co.uk) no later than 12:00 noon on Monday 7 October.

Interviews will be on Friday 11 October at NAC so please ensure you are available on this date when you respond.

*Any offer of work will be subject to an enhanced DBS check and references being satisfactory.*

*If you would appreciate an informal chat about this project and the Co-ordinator role then please email [admin@newhamptonarts.co.uk](mailto:admin@newhamptonarts.co.uk) with a telephone number and we will ring you back.*



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