

Daryl & Co

Job Title: Freelance Programme Coordinator

Responsible to: Creative Director



PROGRAMME OVERVIEW

Young & Co - a new 2 year participatory programme for Daryl & Co

Daryl & Co want to create and hold a space for Disabled artists and young people to be together. As a result this will allow an equal conversation to discover what we want to say, how we creatively want to say it and then together make it and share it with the world.

Daryl & Co is artist led and always comes from a place where artists are in control. Our work with young people however is on a project by project basis and are reached through partner organisations. The main issue with this approach is Daryl & Co does not have an ongoing, relationship with young people directly.

This results in Daryl & Co not being able to sustain or have long term relationships with young Disabled people. So even though they are 'front and center' of projects, they are not across the company's creative process as a whole.

We have a plan to change this and work strategically with key partners to build a community of Disabled young people across England connected to the company over the next two or three years allowing young people to take the lead and to work with us, tell us what they want and influence the type of creative work Daryl & Co should be making.

At the moment those plans are just on paper and we are looking for a Freelance Programme Coordinator to join us and start to turn those plans into a reality.

PURPOSE OF ROLE

The Freelance Programme Coordinator role will work with the Creative Director in these early stages of the programme. Together they will coordinate the initial phase and to bring on strategic partners and provide a framework to allow Daryl & Co to approach funders and realise this new programme of work.

Key duties and responsibilities:

- To be responsible for project administration, and communicating the work to potential project partners.
- Project Planning & Delivery
- Creating a project schedule
- To manage feasibility plan within the timelines and budget agreed, including artist, partner and venue liaison/administration.
- To represent Daryl & Co at project partner or funders meetings as required.

Administration and Finance:

- To support the Creative Director to administer the project including reaching out to project partners, creation and circulation of timetables and key milestones.
- To support the Creative Director in the creation of project budgets .
- To collate materials for publication on various platforms, e.g. website or marketing materials.
- To manage diaries, schedule meetings and arrange travel as required.
- To respond to email enquiries

PERSON SPECIFICATIONS

Essential

- Experience of coordinating and administrating arts projects or events with multiple partners.
- Knowledge and understanding around participatory arts practice.

- An inclusive approach to working relationships with a wide range of people, organisations and stakeholders.
- Excellent communication skills
- Confident in word-processing, spreadsheet, database and video conferencing packages.
- Self-starter, able to use own initiative as well as work within provided guidelines
- Organised, methodical, able to meet deadlines and manage own time effectively

Desirable

- Experience of working on projects with an education or community context.
- Interest in and enthusiasm for the arts, and a commitment to making the arts accessible to children

We would suggest that in your application you demonstrate how your experience and skills relate to aspects of the person specification.

Daryl & Co's creative teams are always at least 50% Disabled. Our plans over the next 3 years is to see this translate across the company and employ more people who face barriers to the arts in non-artistic roles. Yet Disability does not sit in isolation and Daryl & Co cannot be accessible and inclusive if diversity does not go beyond disability.

CONTRACT AND APPLICATION INFORMATION

Fee: Freelance Contract £150 a day x 10 days = £1,500

Working hours: Flexible

Location: Mainly home working with some travel for meetings if required

Timeframe: October - December 2022

Closing date for applications: 12 noon on Monday 19th September 2022

Interviews (online): Wednesday 28th September 2022

How to Apply

Please send:

- 1) A cover letter/personal statement (no longer than 1 side of A4)
- 2) A copy of your C.V

We are of course happy to receive applications in alternative formats, eg video or audio files. If you have any additional requirements to access this information or require access support at interview, please email hello@darylandco.com or reach out to us on social media @DarylAndCo

PLEASE EMAIL YOUR APPLICATION TO hello@darylandco.com

All applications will be acknowledged by email, so please give an email contact.