

Job Profile and Person Specification

Artist Support Project Coordinator

Key Outputs and Accountabilities

Project Management

Project manage An Lanntair's artist support project, delivering a programme of targeted support for Gaelic and island based artists and creative practitioners, supporting the development and growth of their creative and artistic practice.

Establish and implement a detailed Project Plan for the project.

Recruit new and emerging artists and creative practitioners to the project.

Develop and implement a portfolio of artist development and support services to offer.

Develop a mentoring programme and facilitate the mentoring process.

Organise a workshops programme.

Arrange artist sharing events.

Facilitate a network of artists and creative practitioners and entrepreneurs.

Seek out funding opportunities for the continuation of the project.

Maintain and build on partnerships with key organisations locally and nationally.

Implement the Marketing and Communications Plan for the project, working with An Lanntair's Head of Marketing.

Ensure the thorough documentation of every engagement activity and event, using monitoring and evaluation tools and maintaining all records.

Set and manage the project budget.

Coaching

Provide one to one coaching support to each artist or creative practitioner on the programme, creating a bespoke action plan for each.

Facilitate the exploration of needs, motivations, desires, skills and thought processes to assist the individual in making real, lasting change to their business.

Use questioning techniques to facilitate client's own thought processes in order to identify solutions and actions rather than takes a wholly directive approach.

Support artists and creative practitioners in setting goals and methods of assessing progress in relation to these goals.

Encourage a commitment to action and the development of lasting growth and change.

Person Specification

Essential

Experience of delivering arts and creative projects with multiple partners.

Experience as a coach or tutor, or relevant industry experience.

Excellent communication skills.

Degree or equivalent qualification, or significant experience as a practitioner in an arts-based discipline.

Excellent organisational, planning and time-management skills.

Understanding and commitment to equality, inclusion and access.

Experience of working with funders.

Desirable

Fluent Gaelic, written and spoken.

Experience of managing a similar project or programme.

Ability to use digital photography and design software to document the project and to produce resources.

General

Work to the project schedule and ensure that key milestones are met.
Ensure that the delivery of the project is carried out to the highest quality.
Ensure that all participants in the project feel engaged, valued and supported.
Build credibility by creating and maintaining strong links with stakeholders.
Continually assess and developing support services relevant to the needs of the clients, the changing market place and developments in the sector.
Undertake any additional activities associated with role which may be required from time to time.
Maintain appropriate standards of working and ensure compliance with company policies and practices at all times for self and team.
Ensure that all duties or responsibilities are performed in a safe manner so that no risk to health or safety arises to yourself, any other employee or member of the public and ensure all aspects of the project meet An Lanntair's Health and Safety Policy.
Undertake other duties as required.

Reports to: tbc
Direct Reports: None