

## re:create Project Coordinator Job Specification

Fee: £3,680 (£160 per day for 23 days)

Job type: Freelance, fixed-term, part-time contract

Start date: 5th September 2022

Project duration: Approx 8 months

Project Location: Hastings and St Leonards

Deadline for applications: 8th August 12pm

Apply via the online application form on the Home Live Art website:

<https://bit.ly/recreatePMApp>

### JOB DESCRIPTION

LGBTQIA+ Community Drama Club re:create is looking for an experienced, enthusiastic and highly organised individual to manage, coordinate and support them to put on their first live production entitled *Dreamland*.

The role includes coordinating the second phase of recruitment, organising the rehearsal schedule as well as supporting the delivery of the live performance in April 2023; all of which centre the LGBTQIA+ community. The successful candidate must therefore have an understanding of the lived experiences of the LGBTQIA+ folk.

### ABOUT RE:CREATE

re:create is an LGBTQ+ performance group based in St Leonards, East Sussex providing opportunities to learn new skills, create performance work and get on stage.

re:create's forthcoming play *Dreamland* is set in a fictional bar outside time and space, where LGBTQIA+ people from throughout history meet and mingle. It aims to use the life stories of historical LGBTQIA+ figures to explore both the joys and challenges the LGBTQIA+ community has experienced throughout time and how those experiences have influenced where we are today.

We are looking for a **Project Coordinator** to join us and help make this project happen: someone excited about sharing LGBTQIA+ stories, working with a community group and ensuring a successful production of *Dreamland* happens in a local venue in Spring 2023.

re:create is part of [Good Stuff in St Leonards](#), a creative programme of activities and events led by local residents supported by arts charity [Home Live Art](#).

Draft Timeline of Days worked:

4 days in Sept/Oct 2022

12 days over Nov 2022 - Feb 2023 (3 days per month)

5 days in March/April 2023 (when the live performance is due to take place)

2 days in April performance for evaluation

This timeline is to be agreed upon starting the position and is subject to change.

## ROLE RESPONSIBILITIES AND TASKS

Working with the Drama Group:

- Develop and implement an effective communication plan with the cast and crew
- Ensure rehearsals are arranged and on track
- Co-organise and deliver the recruitment drive in Fall 2022
- Liaise with new members and provide them with all the relevant information

Working on the Production:

- Support the group to plan and produce the live production of Dreamland
- Ensure the venue and the group are in clear communication and both needs are met
- Liaise with Good Stuff in St Leonards and the re:create cast and crew to ensure Dreamland runs on time and on budget
- Oversee the marketing of Dreamland, including managing social media output (with support from Good Stuff in St Leonards)

Evaluation:

- Create and implement an Evaluation Framework for the project to be delivered two weeks after the project end date

Admin/General:

- Be the main point of contact for re:create and the Dreamland production
- Maintain project budgets
- Work closely with Good Stuff in St Leonards to ensure efficient and effective work practices
- Attend monthly meetings updating Good Stuff in St Leonards on the progress of the group
- Produce an Evaluation and Reflection document for the project
- Any other reasonable tasks required for the successful delivery of the project

## PERSON SPECIFICATION

### Experience and knowledge

Essential

- At least two years' experience of community arts practice or arts development in a community setting

- Experience of producing public events or activities
- Knowledge of intersectionality and working with LGBTQIA+ communities
- Knowledge of monitoring and evaluation processes
- Understanding of, and commitment to Equality and Inclusion
- Ability to support others to create inclusive, supportive and accessible spaces
- Knowledge and understanding of safeguarding best practices.

#### Desired

- Experience producing events or activities focused on LGBTQIA+ artists and community

#### Skills

- A high level of communication and interpersonal skills
- Ability to adapt to working with a range of people in different environments
- Ability to work collaboratively and equitably with others
- Ability to manage stakeholders efficiently and effectively
- Ability to work both as a member of a team and independently
- Ability to work effectively under pressure
- Flexibility to work weekdays, evenings and weekends