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## Dunoon Burgh Hall Trust Project Coordinator Job Description

Are you passionate about arts and culture? Do you thrive in a dynamic and collaborative environment? We are looking for a highly organised and skilled Project Coordinator. This role will offer an exciting opportunity to play a key role in the development and successful delivery a creative hub for young people at Dunoon Burgh Hall.

<i>Role:</i>	Freelance Project Coordinator
<i>Location:</i>	Dunoon Burgh Hall, 195 Argyll Street, Dunoon, PA23 7DD
<i>Contract :</i>	This is a self-employed post
<i>Fee:</i>	£25/hour x 250 hours, £6,250
<i>Start Date:</i>	September 2024
<i>End Date:</i>	August 2026

### About the Project

Dunoon Burgh Hall Trust has secured funding from Young Start which is part of The National Lottery Community Fund. The funding is for a two-year project called Artmix.

Artmix will develop a creative hub for 8-24 years at Dunoon Burgh Hall with Saturday art clubs, after school sessions and holiday programmes. Participants will learn filmmaking techniques using animation, sound effects and script writing. They will participate in a range of art and design workshops.

One trainee will be recruited to work on the project every year. The traineeship will be shaped around their creative interests with the role as workshop assistant, gathering evaluation material, promoting and evaluating the project.

Every year we will host a Creative Industries event where the young people will showcase what they have made to their peers and to industry professionals. Their films will be screened during Dunoon Film Festival and animations will be incorporated into Youthstuff productions. Visual art will be displayed in the gallery and merchandise sold in our shop.

Young people will gain creative and digital skills through training on sound and lighting system, working at live events, co-curating exhibitions and training on brand development. They will learn marketing design skills and use this to promote the project on social media using digital design tools.

Participants will gain Arts Award qualifications in Explore, Discovery and Bronze. The trainee will gain their SQA Work Placement qualification Level 3 or above.



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## The Role:

The Project Coordinator will be responsible for the overall programme, ensuring the life cycle of the project is well communicated, fluid, and carried out with our values, aims and objectives in mind.

You must be able to adapt to the needs of the project, with the confidence to make decisions independently and support impactful outcomes. Therefore this role comes with a high level of responsibility to ensure the aims and objectives of each project are met.

This role requires efficiency in teamwork and communication, being able to take the project brief and execute the needs for all involved stakeholders.

## Job Requirements

- Experience in project coordination
- Highly organised and professional
- Proven experience meeting project time frames and deadlines
- Ability to manage multiple tasks and responsibilities
- Strong communication and administration skills
- Ability to recognise if a project isn't meeting its objectives quickly, and problem solve to implement necessary changes
- Ability to recognise any learning that needs to be implemented to improve and enhance the project
- Ability to work effectively and confidently
- Ability and willingness to take and give feedback and make amendments with positivity and speed
- A passion for the creative arts and an interest in working with children and young people would be desirable

## Job Responsibilities

- Managing a programme of creative workshops as per the funded programme
- Develop new, and strengthen existing relationships with local Third Sector organisations and schools
- Work with Screen Argyll and the Dunoon Film Festival Team
- Develop new and strengthen existing relationships with Creative Industry contacts
  - Identify and support children and young people to attend workshops
- Develop training opportunities for young people



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- Managing, supporting and liaising with a range of artists
- Managing and supporting the trainee
- Organise an annual Creative Industries Event at the end of each year in collaboration with partner organisations
- Support young people to gain [Arts Award](#) qualifications each year.

### **Working Schedule**

The working pattern is flexible but hours may vary according to activity schedule.

### **Disclosure:**

The role requires regulated work with protected groups and requires an acceptable membership of the PVG Disclosure Scotland scheme.

### **Recruitment process:**

Please send a CV and 1 page cover letter to [info@dunoonburghhall.org.uk](mailto:info@dunoonburghhall.org.uk) by 5pm on Monday 9<sup>th</sup> September 2024, successful applicants will then be invited to interview.