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Dunoon Burgh Hall Trust Trainee 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.

Role: Freelance Trainee Project Coordinator

Location: Dunoon Burgh Hall, 195 Argyll Street, Dunoon, PA23 7DD

Contract : This is a self-employed post

Fee: £12 per hour

Hours: 100 hours maximum over the course of the project

Start Date: November 2024

End Date: November 2025

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 each 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.



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

The Role:

The Trainee will be responsible for assisting the project coordinator with administrative tasks, 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. This role requires efficiency in teamwork and communication and the ability to work collaboratively to ensure the smooth running of the project.

Job Requirements

- Highly organised and professional
- Ability to manage multiple tasks and responsibilities including monitoring and evaluation
- Strong communication and administration skills
- Ability to problem solve
- Ability to work collaboratively
- 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

- Assist the project coordinator in a programme of creative workshops as per the funded programme
- Help 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
- Help identify and support children and young people to attend workshops
- Help develop training opportunities for young people
- Assist the project coordinator to managing, support, and liaise with a range of artists
- Assist in organising an annual Creative Industries Event at the end of each year in collaboration with partner organisations
- Assist in supporting young people to gain [Arts Award](#) qualifications each year.



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- Undergo training and supervision relevant to the role

Working Schedule

The working hours will 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 holly@dunoonburghhall.org.uk by 5pm on Friday 1st November 2024. Successful applicants will then be invited to interview.