

## **PARTNERSHIPS COORDINATOR**

### **JOB DESCRIPTION**

<b>Job Title:</b>	Partnerships coordinator
<b>Salary:</b>	£2650.00 (Fixed Fee)
<b>Employer:</b>	Sandwell & Birmingham Mela
<b>Location of post:</b>	2 Lombard Street West West Bromwich West Midlands, B70 8EF
<b>Responsible to:</b>	Festival Producer
<b>Responsible for:</b>	Volunteers and freelancers

You will work from March – July 2018. The role will possibly be extended. Over this period your main areas of responsibility will be to:

#### **Overall Purpose:**

The role will support the festival producer and management of arts and craft activities; liaison with community, arts and cultural partners to provide activity; management of the arts commissions; set up and support delivery of arts activities on the 2 days of the Mela; and provide evaluation of the activities.

#### **Key Responsibilities:**

All appropriate services necessary to achieving the above purpose, and in particular:

- Programme the activities of the Arts & Crafts zone and pre workshops, in consultation with the festival producer
- Contact artists/crafts people to invite them to participate in our Mela.
- Negotiate terms with participating artists, issue contracts, passes and all other necessary paperwork
- Develop mutually beneficial partnerships/relationships with key cultural institutions & organisations in West Midlands.
- Manage the Mela Arts Commissions, and identify and liaise with venues (schools and community centres)
- Provide assistance to the individuals/organisations participating in the Arts & Crafts zone.
- Maintain and develop Mela's crafts database of peoples/artists and partnership organisations participating in Mela.
- Collect and analyse feedback from the Mela visitors and various artists/organisations participating in the A&C zone.
- Submit a midterm report of the activities/projects to the Mela Management Committee and submit the final report, to include recommendations for future growth, partnerships and opportunities; including funding routes.

You will be committed to working for Sandwell & Birmingham Mela, with your time divided throughout the year to ensure the successful delivery of the programme and must be available between 10 July – 17 July 2018, specifically during the festival delivery week, to work full time.

## PERSON SPECIFICATION

### Essential Skills, Experience and Attributes:

- Knowledge of local and regional arts sector.
- Experience of programming in a live event environment.
- Experience of managing artists and commissions.
- Experience of developing mutually beneficial partnerships between cultural organisations.
- An understanding of Mela and South Asian Culture.
- Good Communication, negotiation and organisational skills.
- Ability to work under pressure and meet deadlines.

### Desirable Skills, Experience and Attributes:

- A knowledge of contemporary arts practice
- Experience of working in a festival environment
- Experience of reporting to funders and project evaluation
- Experience of raising funds
- Marketing skills, including management of media relations
- Excellent interpersonal and presentation skills
- Driving license.

### *Time frame*

Application deadline: 10am, 15 January 2018.

Shortlist devised and contacted: 22 January 2018.

Interviews: 28-29 January 2018.

### Guidance Notes for Applicants

The closing date for receipt of completed applications is **10.00 am 15 January 2018**. We regret that applications received after that time cannot be considered.

Please send your completed applications to **info@birminghammela.com**

*Please insert **APPLICATION FOR COORDINATOR** as the subject.*

Shortlisted candidates will be contacted by email or phone and invited to an interview on **27-28 January 2015** in Birmingham.

Whilst we will work to accommodate every applicant, please do your best to ensure you can be available for this day.

**APPLICATION FORM: PRODUCER**

*Sandwell & Birmingham Mela is striving towards equal opportunities and welcomes applications from all sections of the community.*

**PERSONAL DETAILS**

<i>Title:</i>	
<i>Surname:</i>	<i>Other names:</i>
<i>Address:</i>	
<i>Postcode:</i>	
<i>Home telephone number:</i>	<i>Work telephone number:</i>
<i>Mobile telephone number:</i>	<i>E-mail address:</i>

**IF CURRENTLY EMPLOYED, CURRENT OR MOST RECENT EMPLOYMENT (PAID OR UNPAID)**

<i>Name and address of Employer</i>	
<i>Job title:</i>	<i>Date of appointment:</i>
<i>Period of notice required/Leaving date if not now working:</i>	
<i>Reason for leaving:</i>	
<i>Please provide a brief outline of your main responsibilities</i>	

**PAST EMPLOYMENT**

*Please start with your most recent employment and continue on a separate sheet if necessary*

<i>Date of Contract or Employment From: To:</i>	<i>Name and Address of Contractee or Employer:</i>	<i>Job title and brief details of main responsibilities:</i>	<i>Reason for leaving:</i>

**EDUCATION**

<i>Date obtained:</i>	<i>Name of school, university, college etc:</i>	<i>Qualifications obtained:</i>

**PROFESSIONAL QUALIFICATIONS**

*Please start with the most recent qualification and include any currently being pursued.*

<i>Date obtained:</i>	<i>Name of school, university, college etc:</i>	<i>Qualifications obtained:</i>

**SUPPORTING STATEMENT**

Please write a separate statement answering the following questions:

1. Why do you want to work with Sandwell & Birmingham Mela and take on the role of Festival Producer? (300 words max)
2. In your opinion, what makes you the right candidate for this role? (300 words max)
3. Please submit 2 recent pieces of work, one that demonstrates your artistic producing skills and one that demonstrates project management.

**REFEREES**

*Please provide details of two people, not related to you, who will provide an employment reference for you. One of these must be your current or most recent employer if you are not currently employed. The other should be a referee who can express a professional opinion on your work and your ability to perform the job for which you are applying.*

<i>Name of referee:</i>	<i>Name of referee:</i>
<i>Name of organisation:</i>	<i>Name of organisation:</i>
<i>Occupation:</i>	<i>Occupation:</i>
<i>Address:</i>	<i>Address:</i>
<i>Postcode:</i>	<i>Postcode:</i>
<i>Email:</i>	<i>Email:</i>
<i>Contact number:</i>	<i>Contact number:</i>
<i>Relationship to you:</i>	<i>Relationship to you:</i>

<i>May we request a reference</i>	<i>May we request a reference</i>
<input type="checkbox"/> <i>at any time</i>	<input type="checkbox"/> <i>at any time</i>

<input type="checkbox"/> <i>only after an offer of employment</i>	<input type="checkbox"/> <i>only after an offer of employment</i>
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*Please provide details of any special arrangements you would require to enable you to participate in our selection process effectively.*

*In order to comply with the Immigration Act 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made. However, if you require a work permit in order to work in the UK please indicate by ticking this box:*

**DECLARATION**

To the best of my knowledge the information on the application form and equal opportunities monitoring form is correct.

Signed [can be typed]:

Date:

**EQUAL OPPORTUNITIES MONITORING FORM**

In order to monitor the effectiveness of our equal opportunities practices we need to collect information which might identify possible direct and indirect barriers to employment. The information provided here is entirely confidential, and is not part of any selection procedure.

Post applied for:

Please state how you found out about the job:

**PERSONAL DETAILS**

Name:

Date of Birth:

Gender (please tick)

Female:

Male:

**CULTURAL DIVERSITY**

Please tick the ethnic category that best represents you.

Do you consider yourself to be:

<i>Black British</i>		<i>Asian British</i>	
<i>Black African</i>		<i>Pakistani</i>	
<i>Black Caribbean</i>		<i>Indian</i>	
<i>Any other Black background</i>		<i>Bangladeshi</i>	
<i>White British</i>		<i>Any other Asian background</i>	
<i>White European (non British)</i>		<i>Chinese</i>	
<i>Any other White Background</i>		<i>Any other Chinese Background</i>	
<i>Any other or mixed background (please specify)</i>			

Do you consider yourself to have a disability?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If yes, please state the nature of your disability: