

## Activity Coordinator Job Description

<b>SERVICE AREA</b>	The Whitaker Museum and Art Gallery.
<b>RESPONSIBLE TO</b>	Management Team
<b>RESPONSIBLE FOR</b>	Activity Volunteers
<b>SALARY</b>	£25,462.50 per annum pro rata, plus pension contribution
<b>HOURS</b>	3 days per week (including regular weekend cover)
<b>ANNUAL LEAVE</b>	25 days holiday per annum pro rata, plus bank holidays (currently 8 per year).



### Background

The Whitaker is a forward-facing museum and art gallery that aims to foster inclusive, vibrant communities that thrive within our natural environment. We have recently undertaken a re-development of interpretation with a focus on the United Nations Sustainable Development Goals, connecting people, heritage and ideas with the past, the present and the future.

We are working to strengthen people's rights and entitlements in terms of cultural access, education and participation in the life of the community. We are concerned with the sustainability of communities, the environment, local industries and the economy. We draw on history and heritage, to help imagine, design and begin to create the Valley we want for people and nature.

This is a really exciting time to join The Whitaker after our major expansion following a significant Heritage Lottery Fund investment that has seen our space double in size and the opening up of a new wing to the Museum and Gallery in 2021. We have also just been awarded National Portfolio Organisation status and funding for 2023 – 2026 from Arts Council England. This will enable significant work around community development and activities relating to the exhibition programme, museum collections and special events.

We have a small dedicated team who are passionate about The Whitaker, our communities, partnerships and the potential to positively impact on the lives of our visitors. This role is crucial for the ongoing development of the organisation and will work closely with all areas of the team in an inclusive and supported environment.

### Achievements of the role to date:

The National Heritage Lottery funded project period (2020 – 2022) was a great time for building relationships, running new events and forging lasting partnerships with local community groups. Three very successful festivals were introduced to the events programme, a Family Friendly festival, Friendship Festival run with our BAME communities and linking to Refugee Week, and WinterFest, our first 3 day Christmas festival!

We have excellent working partnerships with Simply Schools, supporting our learning offer, Beacon Well-being & Dementia group, Rosssendale Rays (supporting children with additional needs), CHAI South Asian Women's and Youth group and People Empowering People (support refugee and asylum seekers living in Rossendale).

Strong connections have been built with local schools who have supported us to develop workshops and a very unique Curious Collectors Case for hiring.

This role is supported by a dedicated team of Activity Volunteers who have worked to create and run regular family friendly activity days.

### **Job Purpose**

We are seeking a colleague with museum and art gallery activities and events experience to support The Whitaker on its next stage of development. The successful candidate will play a pivotal role in enabling The Whitaker to deliver its ambitions, by:

- leading on the events and activities ongoing at the museum and developing a strong schools and out reach offer.
- Increasing our audience and the diversity of the communities we reach through our work.
- Developing innovative ways to produce activities and events that support the artistic, heritage and hospitality strands of the organisation.

### **Key Tasks:**

- Manage a strategy for delivery of activities and events as outlined in our National Portfolio Organisation Activity Plan, including workshops, masterclasses, talks and festivals.
- Liaising with and booking appropriate facilitators, artists and performers.
- Ensuring diversity within the content, delivery and audiences for our activities.
- Sourcing and managing additional funds.
- Collate and evaluate feedback and statistics for our funders.
- Compile What's On guide and work closely with the marketing team in ensuring accurate information is available to share on all events and activities.
- Support the Volunteer Coordinator in training volunteers to enrich volunteer experience with activities and events and enable understanding of the collection and exhibitions to share with our visitors
- To support wider activities and projects at the Whitaker Museum when appropriate.
- Engage in continued professional development & undertake any training as required.
- All members of the team must also carry out regular Duty Manager role, taking responsibility for opening and closing the museum, briefing volunteers and dealing with day to day queries and issues that may arise.

### **Person Specification:**

#### **Desirable Qualifications and Experience:**

Educated to degree level or equivalent in a relevant museum/arts/events subject.

Three years comparable experience in a previous role

Demonstrable experience of working within cultural or environmental community activity programmes

Experience of planning and delivering heritage and arts related activities

Experience of planning and managing large scale events, such as festivals or fairs

Enthusiasm for arts and heritage and an interest in working with artists and a wide variety of communities.

Experience of working with volunteers and leading them in the delivery of activities and events.

**Skills and Knowledge:**

Excellent written and communication skills

Adaptable and flexible to meet the demands of a small team

Understanding of schools curriculum and how museum and arts galleries can support this.

Understanding of arts and heritage funding and experience of making successful funding applications

Ability to work systematically, quickly, efficiently and accurately.

Establish and maintain effective working relationships with colleagues, stakeholders, the general public and visiting academics/artists/researchers.

Informal discussions regarding the role are welcome – please email Gaynor Seville, Creative Director of The Whitaker [gaynor@thewhitaker.org](mailto:gaynor@thewhitaker.org) to arrange a time to discuss the role.

**Closing date: 5pm Friday 27<sup>th</sup> January**

**Interview date: Friday 10<sup>th</sup> February at the Museum.**

**Application:** by CV and a covering letter (2 pages A4 max). The covering letter should indicate why you are interested in applying for the role and how you meet the role requirements outlined above.

**To apply:** please email your CV and covering letter to **Emily Cryer at [emily.cryer@rltrust.co.uk](mailto:emily.cryer@rltrust.co.uk)**

