



Job Description

Power and Word: The Arbroath Town Writers Programme
Arbroath 2020 + 3 Committee are looking for someone to manage this project with us.

Job Title: Creative Project Co-ordinator

Contract: 8 month freelance contract

Hours: P/T (approx. 16 hours / 2 days per week)

Fee: £6900

Reporting to: Arbroath 2020 committee & Programme Manager at Hospitalfield Cicely Farrer

Deadline for application: Thursday 23 November at 5pm

Interviews in week of 27 November

Role to start in early December

Application: Please apply using the application form here:

<https://hospitalfield.submittable.com/submit/279407/arbroath-20203-new-scriptorium-creative-project-coordinator>

The Coordinator will be based in a community setting in Arbroath town centre.

Arbroath 2020+3 committee wish to appoint an arts professional with great energy and a collaborative ethos, to coordinate the Power & Word project in The New Scriptorium in Arbroath Abbey. The committee's ambitions are to create a successful and inspiring, community serving cultural programme for Arbroath. We think this role might suit someone in an early career stage.

Power & Word: The Arbroath Town Writers Programme 2023-24 is an ambitious 8-month cultural programme, based in The New Scriptorium in Arbroath Abbey, focussing on the power of literature, words and illustration in Arbroath and Angus from the 13th century to the present day. Creating new contemporary culture through commissioned 'gifts'; considering this place Arbroath, drawing on its history and creating a beacon for its future: The Programme features residencies, public workshops, community storytelling, young people's programme and events, publishing, feedback opportunities and public gatherings around new writing and new artistic work.

The New Scriptorium is a wonderful little building commissioned by the 2020+3 Committee for Arbroath Abbey as part of the Angus Place Partnership in 2021. It is designed and built by the artist Bobby Niven and represents the extraordinary power in literacy. The monks who built and maintained the community at Arbroath Abbey in the 12th century were literate and their scriptorium produced manuscripts and books. If we think of the abbey as the 'body', we can consider the scriptorium as the 'brain'. We expect that the writers and artists will develop their works during a period of residency at The New Scriptorium, using it as their base.

The strategic aims of this programme are to:

- continue to grow the community activity that began through Arbroath 2020+1 Festival



- create new cultural work about/for/in relation to Arbroath which lives on in writing and spoken word into the future through word of mouth, libraries and digital legacies
- empower and embolden the people of Arbroath to be creative and proud of Arbroath here in the Abbey, a medieval site which was one of the most powerful places in Northern Europe.

Key Tasks and Responsibilities for the Post

Sustain positive and effective relationships with partners who will use, participate in and contribute to the New Scriptorium programme: Coordinating meetings and communications with the Arbroath 2020+3 committee and New Scriptorium project partners including Historic Environment Scotland, Hospitalfield, Scottish Poetry Library, Lakes Comic Arts Festival, Angus Writers Circle and artist Bobby Niven as well as the invited creative practitioners who participate in residencies and events in The New Scriptorium.

Coordinate communications for the New Scriptorium including the management of 'open calls' for residents and opportunities; announcements of open days and events and publishing outcomes.

Organise and publicise workshops, open days, residencies and public events in The New Scriptorium.

Administration: Maintaining clear filing systems for the coordination of the programme and ensuring all freelance practitioners are provided with contracts and letters of agreement.

Edit The New Scriptorium publications which could be newspapers/chap books/podcasts/audio recordings/posters and publications to be distributed in Arbroath and online.

Evaluation: Support the Arbroath 2020+3 committee to devise and deliver an evaluation strategy.

Fundraising: Support the Arbroath 2020+3 committee to fundraise for future artistic and cultural activity in Arbroath.

Reporting and chats: Through regular telephone calls, meetings in person and emails, ensure that committee members are kept up to date with activities and invited to support where they are available.

Required qualities:

A proactive approach. Excellent written and oral communication skills with attention to detail.

Conscientious organisational skills, creative thinking and a passion for literature, contemporary art, illustration and art forms which use language and word.

Ability to work to deadlines with limited supervision. Flexible, self-motivated and hard-working individual who will work well independently in response to the direction of the small Arbroath 2020+ community committee.

Good with people in general and interested in working closely with communities to create cultural projects that are relevant and interesting.



Friendly and open, willing to discuss arts and heritage with the artists writers and people from all sorts of interesting backgrounds.

We are looking for someone who has read this job description and feels real enthusiasm for the starting points – we want you to be able to build on our ideas and give this project a great legacy for Arbroath.

Essential experience and skills:

Proven track record through professional or voluntary work and/or an Undergraduate or Postgraduate Degree in an arts or humanities subject.

Organising Experience:

- You will have experience of working or volunteering within a creative/cultural or arts environment.
- You will have experience of working with arts practitioners which could include writers, artists, storytellers, playwrights or illustrators.
- You will be able to demonstrate that you have supported and worked on arts projects and programmes that you feel have a relevance to this role.

Experience of working to budgets

- Working with set budgets, using spread sheets, processing invoices and producing reports

Technical Skills and Knowledge

- Good IT skills, including familiarity with Office applications, Adobe suite, website content management systems (cms) and online resources including social media such as facebook and instagram. Willingness to learn new software and skills in order to be innovative and creative with distributing events and outcomes.
- Working familiarity with image and audio editing packages – minimum: proficiency with Adobe Photoshop and Illustrator.

Experience of public programming & engaging audiences

- Experience of organising the administrative, logistical, marketing and evaluation of public events.
- Experience of public facing roles

Desirable

Editing: Experience of producing, writing for or editing publications.

Technical: Practical skills connected to setting up and documenting live events - such as using microphones and speaker systems, using cameras and audio devices for documentation.

Knowledge of Arbroath & Angus region

Experience of engaging audiences through working with 3rd sector community groups

Up to date PVG certification



Guide for applicants

We suggest that you structure your application around the points within the Person Specifications and the Essential and Desirable Experience. You must also show that you have understood the purpose and Main Activities and Responsibilities of the job.