



## Curious Monkey Project Coordinator

Curious Monkey is looking for a Project Coordinator to join our growing team. We are looking for someone who is happy to work independently, who is interested in supporting a range of projects with theatre artists and people from different communities.

At Curious Monkey we encourage new staff from different backgrounds to join us. We are interested in working with people with different experiences and stories. We want each person who works with us to be the best they possibly can be at their jobs and will support them by offering:

- Flexible working for those with childcare or other caring responsibilities
- Appraisals (open conversations) about your progress and any challenges
- Training from members of Curious Monkey staff and externally where appropriate

To apply, please first read the job description and person specification. Then send a completed application form and equal opportunities monitoring form to Jill [admin@curiousmonkeytheatre.com](mailto:admin@curiousmonkeytheatre.com) by **5pm on Friday 24th August**. Please include 'Application for Project Coordinator' in the subject line.

**Please do not send a CV.** We only require the completed application form.

If you are successful with your application we will invite you to meet the team at an interview. Interviews will be held at Curious Monkey office on **Wednesday 19<sup>th</sup> and Thursday 20<sup>th</sup> September.**

Curious Monkey is committed to equal opportunities employment.

If you would like any more information or have any specific requirements please contact Jenny on [jenny@curiousmonkeytheatre.com](mailto:jenny@curiousmonkeytheatre.com) or call 07793360260.

This pack contains:

- Job Description and Person Specification
- Application Form
- Equal Opportunities Monitoring

### Privacy Policy

As part of the recruitment process, we need to gather information about applicants. By submitting your application, you agree to Curious Monkey collecting and storing your information. Your application will only be accessed by the Curious Monkey team and will be stored securely. We will store applications for 6 months after the application deadline, at which point they will be safely removed from our system. Information gathered through the Equal Opportunities Monitoring form is anonymous and will be removed from

your application. For more information on our privacy policy, please visit:  
<http://curiousmonkeytheatre.com/privacy-policy/>

## **Job description – Project Coordinator**

Reporting to: the Artistic Director

Salary: £20,000 pro rata

Term: Fixed Term to March 2020

Hours: Part time 3 days per week (22.5 hours)

Based in: Curious Monkey Office, Space Six, Newcastle upon Tyne

Curious Monkey's team is made up of the Artistic Director, Company Manager, Project Coordinator and Admin and Marketing Manager.

The Project Coordinator is a key role within our busy core team, providing vital support across our participatory projects. You will be the main point of contact for participants engaged with Curious Monkey's projects.

You will be based in the CM office in Space Six in central Newcastle. You will attend weekly team meetings - occasionally meetings will take place over the phone or online as the Company Manager and Artistic Director often work remotely.

The Project Coordinator role is 22.5 hours per week, preferably over three days. We can consider flexibility around this. Some out of hours work will be required to attend and support events and productions. No overtime will be paid but where extra hours are worked, the Project Coordinator will be entitled to time off in lieu.

The role is fixed term until the end of March 2020. We intend to extend the post, pending funding. The post holder will be notified if the position will be extended, and on what terms, by the end of December 2019.

## **Key Responsibilities**

The Project Coordinator will lead on the coordination and management of the Troupe project. Troupe is a group for looked after young people and care leavers aged 14 – 25 who attend regular theatre trips and events, take part in creative projects and work shadowing alongside Curious Monkey's artistic programme. The project coordinator will also support the Artistic Director and workshop teams on other participation activity across the programme.

The Project Coordinator's main responsibilities will include:

### **Coordinating Participation**

- Recruitment of participants to the Troupe project
- Organising monthly theatre trips to cultural venues in the North East including: deciding the programme with members of the groups, negotiating ticket deals, booking tickets, organising travel for those who need it, organising refreshments – supported by the Troupe Leader

- Managing communication with participants, being their first point of call within the organisation
- Managing data collection, ensuring all sign up/permission forms and media release forms are completed and returned to the Admin and Marketing Manager in line with Curious Monkey's Data Management Policy
- Building and maintaining relationships with community organisations/statutory services/charities including: children's services, looked after teams, mental health organisations, fostering services, refugee support organisations.
- Building relationships and trust with participants taking part in Curious Monkey projects
- Supporting the Troupe/Workshop leaders with monitoring and evaluation of participatory projects
- Ensuring safeguarding of participants during their engagement with Curious Monkey
- Identifying external progression/engagement opportunities for participants, working with the Troupe/Workshop leaders to signpost and support participants to engage with additional activity
- Attending weekly team meetings
- Working closely with Curious Monkey's Artistic Director to support delivery of participatory projects
- Working closely with the Admin and Marketing Manager to promote participatory projects
- Working with the Troupe/Workshop leaders and Company Manager to collate evaluation materials to contribute to funding and board reports

### **Person Specification**

The successful candidate will be selected based on their ability to demonstrate the following through their application and interview:

#### **Essential**

##### **Work Experience**

- Experience of working in a project management/administrative role
- Experience of working with young people/community groups/ service users
- Experience of working in the voluntary, charity or community sector

##### **Skills / Experience**

- Excellent written and verbal communication skills
- Excellent attention to detail
- Computer literate with IT skills including working on a mac, with some experience of programs including Excel, Word, Mail, Google Drive, Drop Box
- The post holder will require a DBS certificate

**Interpersonal Skills**

- Strong communication skills. The role will require communication with a range of people including young people, vulnerable adults, board members, artists and staff in other organisations
- Confidence to ask questions and seek help when needed
- Excellent time keeping
- Ability to manage own workload and work independently

**Desirable****Work Experience**

- Experience of working in an office environment on multiple projects
- Experience of working with statutory services/charities/community services for young people with care experience and/or refugees and asylum seekers in the North East
- Experience of using online apps including MailChimp, VistaPrint, WordPress, Google Sheets, Google Chat, Skype

**Skills / Experience**

- An interest / knowledge of arts and culture e.g. theatre, music, cinema
- Holds a clean driving license