



## **COORDINATOR, NEW ART WEST MIDLANDS**

### **Advert – Coordinator, New Art West Midlands**

Fee: £7500 at 50 Days @ £150.00 per day

Contract: Freelance, fixed term until 31 July 2022

Reporting to: Chair, New Art West Midlands - Birmingham City University

Working with: Network Consultant, New Art West Midlands – freelance

Primary work location: Birmingham School of Art, Margaret Street, Birmingham

Closing date: 9am, Monday 7 February 2022

Interview date: Friday 18 February 2022 via MS TEAMS

Birmingham City University is looking for a dynamic, committed and highly motivated Coordinator to help develop and transform New Art West Midlands, the regional Contemporary Visual Arts Network.

With an important sector support remit, New Art West Midlands has secured investment from Arts Council England to explore new business models to sustain our work moving forward. Working alongside the Network Consultant, the Coordinator will play an integral part in the delivery of this business transformation phase.

This is an ideal opportunity for an aspiring arts leader to help shape the West Midlands' contemporary visual arts sector, working closely with the Chair, Higher Education Arts institutions, and regional Arts partners.

The role will help create, articulate and implement a strong vision and distinctive identity for New Art West Midlands post-pandemic, defining our future focus for ambitious artistic development activity, effective promotion and advocacy, and all aspects of our sector support work.

Communication is key to the success of the role; the successful candidate will have the ability to use a variety of communication methods to ensure productive and influential relationships are built with a range of stakeholders and key networks including with the national Contemporary Visual Arts Network (CVAN), Arts Council England (ACE), and regional Higher Education arts institutions.

In this key role for New Art West Midlands, the coordinator will assist in the management of the network, support project partners in the delivery of our programmes, and lead in the coordination of marketing and communications activity.

The ideal candidate will have a demonstrable interest in working in the visual arts or cultural sector, and will have an interest in working in professional contexts with artists, curators, galleries and museums.

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Subject to securing investment, it is anticipated that this role will continue beyond this initial fixed term period.

For further information on New Art West Midlands, please visit [www.newartwestmidlands.co.uk](http://www.newartwestmidlands.co.uk).  
For further information about the post, please see the job specification below.

### **How to apply**

Please submit your CV including references with a covering letter that addresses your interest and suitability for this role with reference to the personal specification.

Applications should be sent to: [info@newartwestmidlands.co.uk](mailto:info@newartwestmidlands.co.uk) with the following subject header:  
**Coordinator Application, New Art West Midlands.**

The deadline for applications is **9am on Monday 7 February 2022**, with interviews scheduled for **Friday 18 February 2022** online via MS TEAMS.

For an informal conversation about the role, please contact Craig Ashley via email on [craig.ashley@coventry.ac.uk](mailto:craig.ashley@coventry.ac.uk) with the following subject header: **Coordinator Informal Conversation.**

No late applications will be accepted. We regret we cannot give feedback on unsuccessful applications.

### **Job Description – Coordinator, New Art West Midlands**

#### **OVERVIEW**

Birmingham City University is looking for a committed, highly-motivated and enthusiastic Coordinator to support the work of New Art West Midlands, the Contemporary Visual Arts Network for the region. This is an exciting opportunity for a highly-organised individual to contribute to a new ambitious sector support programme, working with Higher Education and Arts partners to build resilience for the visual arts in the West Midlands.

In this key role for New Art West Midlands, the Coordinator will assist the Chair and Executive Board in the management of the network, support project partners in the delivery of our programmes, and lead in the coordination of marketing and communications activity. The ideal candidate will have a demonstrable interest in the visual arts or cultural sector, professional contexts with artists, curators, galleries and museums. This post is a part time, freelance position and will contribute to the University's vision to be recognised throughout the region as a collaborator supporting economic, social and cultural improvement.

#### **BACKGROUND AND CONTEXT**

New Art West Midlands is the Contemporary Visual Arts Network for the region. Our purpose is to strengthen and develop the contemporary visual arts sector in the West Midlands, working collectively to safeguard the future of artists and our sector as a whole. Together with our partners,

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we create defining opportunities for artists and arts professionals to develop their practices through a distinctive, critically-engaged programme. New Art West Midlands plays a leading role in the development of a closer, strategic partnership between Higher Education arts institutions, arts organisations, artists and independent arts professionals.

At a national and international level New Art West Midlands works closely with the other regions of England under the banner of CVAN (the Contemporary Visual Arts Network). The UK's contemporary visual arts sector is the world leader in this field, and together we work to advocate, evidence and demonstrate its contribution to national and regional economies, and to society in general – a contribution that returns far more than the small amount of public subsidy it receives. New Art West Midlands is led by Birmingham City University and supported by a range of funders and partners including Arts Council England.

For further information about New Art West Midlands, please visit [www.newartwestmidlands.co.uk](http://www.newartwestmidlands.co.uk).

For further information about CVAN, please visit <https://cvan.art>

### **KEY ACCOUNTABILITIES**

To assist the Network Consultant in the transition of the New Art West Midlands contemporary visual arts network. To support delivery partners in the coordination and delivery of New Art West Midlands programmes providing creative practice development for artists and curators. To lead in the coordination of marketing and communications activity for New Art West Midlands.

### **KEY RESPONSIBILITIES AND OUTPUTS**

#### **1. New Art West Midlands Network and Management**

- To be a strong advocate for the development of contemporary visual arts in the West Midlands region, working with the Network Consultant and Chair in planning related events which promote and strengthen the network
- To support the Network Consultant in planning and administering regular network meetings for the New Art West Midlands Executive Board
- To assist the Network Consultant and Chair in seeking sponsorship and external income for New Art West Midlands programmes
- To support the Network Consultant in evaluating New Art West Midlands programmes, compiling data for funding and performance reports to present to the Chair and wider Executive Group, as well as key stakeholders including Birmingham City University and Arts Council England
- To support the publication of and advocacy for the regional Visual Arts Strategy, disseminating content through existing communication channels, external agencies and key stakeholders

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New  
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University

- To coordinate appropriate marketing materials (in print and online) for each activity strand, where relevant, and liaise with marketing and PR consultants or officers at the relevant delivery partner organisations
- To be aware at all times of the implications of diversity for the arts, and to promote an equitable perspective in all activities undertaken
- To work within Birmingham City University's regulatory, policy, systems and procedural framework at all times

## **2. New Art West Midlands Programmes**

- To work with delivery partners (visual arts organisations and Higher Education institutions) in developing and delivering programmes that respond to the regional Visual Arts Strategy and meet the development needs of both artists and curators
- To support development and oversee the delivery of activity, including: residencies, artist labs, creative practice development sessions, artist and curator talks, research events, bursaries, studio visits, and mentoring
- To manage and monitor the budget for the programme
- To coordinate partnership agreements and contracts in relation to New Art West Midlands' programmes, in liaison with Birmingham City University
- To work with the Network Consultant and delivery partners in evaluating the New Art West Midlands programmes
- To work alongside the Network Consultant to establish international links and develop new contexts for collaboration

## **3. New Art West Midlands Marketing and Communications**

- To develop communications strategy in liaison with the Chair, to build upon existing platforms, and communicate strengths of the West Midlands visual arts industry
- To act as lead on the New Art West Midlands website as a key communications platform, developing the editorial approach, new critical writing and engaging visual arts features
- To liaise with designer(s) to develop print and online materials and building the New Art West Midlands brand in association with the wider CVAN group
- To produce regular New Art West Midlands newsletters for circulation to the wider network, and manage regular website news updates – features etc.

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- To manage social media for New Art West Midlands and liaise with regional partners on joint marketing and communications
- To set up online systems to receive artist/curator proposals and applications, where relevant to New Art West Midlands' programmes

### **PERSON SPECIFICATION**

- First degree in a relevant subject or professional experience in a related field.
- A strong knowledge of and passion for the West Midlands contemporary visual arts sector
- Ability to manage budgets and oversee payments and grant claims
- Strong project management and coordination skills
- Excellent writing and editing skills, including experience of writing information for public consumption, including newsletters, web blogs, press releases
- Excellent verbal skills with the ability to communicate with a wide range of individuals including artists, curators, higher education institutions, arts organisations and funders
- Knowledge and experience of website management and social media
- Experience of planning and organising cultural, curatorial or community development events
- Experience of database management
- A commitment to supporting the development of an equitable and strong visual arts sector
- Ability to work in close partnership with a wide range of individuals and organisations to meet common goals
- Ability to offer creative ideas to the development of programmes for the benefit of artists, curators, audiences and participants

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