

Patina Arts and Operations Manager

Freelance, Part time*

Set project fee of £5,000

Arts activities: Artist and materials coordination

In consultation with the Director:

- Organising and coordinating the Patina artist team, to include +/- 3 meetings per annum, recruiting where necessary
- Creating a timetable when the Patina presenter and artists go into all schools to present the substance of each year's theme to the children followed by design brainstorm sessions
- Managing arts materials purchasing, based on artists' requests and ensuring sustainable choices are made, keeping to budget.
- Organising masterclass workshops for parents and teachers if required. Preparation for the masterclasses, including liaising with artists and parents, booking a space, sourcing and preparing materials, provide lunch, set up and tidy up.
- Supporting artists in their designs and practicalities, organising an artist design sharing session and helping deliver materials to schools if artists don't have transport, etc.
- Liaison with Priory School on workshop dates so pupils can assist in their primary schools
- Managing materials storage and organise space from which the artists can collect their materials.
- Overseeing the workshop period, making sure all goes smoothly and support artists if difficulties arise, visiting schools as and when needed.
- Organising the order of schools' position in the Parade – based on previous positions, the designs, the colours and music elements.
- Collecting Patina equipment from artists and schools and all leftover materials, sort out what is worth keeping and put in storage, clear unusable materials to recycling or the tip. NB Own transport is a prerequisite to being able to fulfil this role.

Communications

In consultation with the Director:

- Managing communications and marketing activity – website, social media, press releases, photos, photographers and related permissions

- Supporting Director with briefings and meetings where needed.
- Helping Director with core fundraising activities, (including Ditch the Detox and Patina dream team events), development of fundraising kits, and theme related events (for which an additional fee is payable)

Administration

- Registering of schools (Autumn term), managing invoicing to schools (April) and monitoring of payment of fees.
- Coordinating production of t-shirts orders, printing and sales to outlets, schools and individuals.

Support Festival organisation

- Applying for road closures, temporary event license, booking Paddock and facilities, liaising with the police for the Parade, managing road closure signage.
- Participation in the smooth running for the Parade
- Assisting with the organisation of the exhibition, if needed
- Booking the window of the Tourist Office window for the week leading to the parade, dress it and take down a week after

General

- Attending trustees' meeting (+/- 4 per annum)
- Attending and taking minutes at parent rep meetings (+/- 4 per annum)
- Ensuring all safeguarding, health and safety and equality policies are implemented.

Desirable Skills and Knowledge

- Good planning and coordination skills
- Confident and enthusiastic manner and excellent interpersonal skills
- IT and social media skills (Wix, Excel, Outlook, Facebook, Twitter, Instagram, mailchimp, gmail),
- Experience of working with schools and community, ideally local communities
- Event management experience
- A background in arts admin would be useful
- Budget management
- Ideally some prior knowledge of Moving On

***Time requirement:** Variable as the project develops through the year. From the beginning of January, initially about 8 hours a week, growing to 12 hours a week by the beginning of April, and requiring a week full time around the school workshop week (May) and two

weeks full time nearer Moving On day (1 July in 2022). The hours can largely be worked flexibly, day/evenings, other than at peak times. Meetings are often held in the evening. We estimate that the Operations Manager will need to work two days a month between September and the end of December.