

Job Title : Project Coordinator (Freelance)



June 2024

Andro and Eve is looking to work with a Project Coordinator on a freelance basis who is based in the North of England*, excited about our work, and who has a broad set of skills and experiences and a commitment to care centred working practices.

Contract: Freelance

Days: 9 days

Fee: £225 per day

Start Date: Mid August, to be negotiated

Location: Sheffield and remote working

Thank you for your interest in this role. You'll find everything you need to know about the role and how to apply below. Should you have any questions or would like to have an informal conversation about the role before applying, there are further details in this pack about this.

*We use this phrase to encompass the East and West Midlands also.

About Andro and Eve

Andro and Eve is a small queer arts organisation based in Sheffield and working across South Yorkshire to support LGBTQ+ artists, connect communities and raise awareness of LGBTQ+ equality.

Our Vision

Celebrating queer culture, connecting our community, inspiring your creativity.

Our Mission

Andro and Eve create unique, feel good events that celebrate queer culture where everyone is welcome. We programme arts and culture that explores queer stories, focusing on voices that are otherwise marginalised, to reflect and celebrate the diversity that exists within the LGBTQIA community. We provide accessible opportunities for people to come together, develop their understanding, and share in memorable experiences.

Our Values

Unique & Playful

We create high quality events and products with a sense of play, and believe creativity needs space, time and resources in order to flourish.

Representative and Accessible

We programme artistic content that is representative of a broad range of identities and experiences, and aim to create spaces that are accessible to all.

Empowering and Proud

We are proud of our lived experiences and aim to create opportunities that empower others to embrace their full selves and develop their own creativity, skills and talents.

We are committed to working in ways that fight structural inequalities and systemic oppression, and support anti racist practices. We are continually developing as an inclusive organisation where access and care is embedded and people's needs are met.

Our Work

This encompasses three key strands;

Live Performance Events / Creative Engagement Projects

We produce large scale queer cabarets including *The Kingdom Come*; and *A Reyt Queer Do*. We also deliver arts engagement programmes like our zine projects, with online and in person workshops that are open access.

Talent Development

We commission early career artists on specific projects as well as producing workshops to develop specific skills, such as our collaboration with Ghetto Fabulous delivering the Feeling Fabulous workshops in 2022, or our online drag king workshops. We also mentor artists working on specific projects.

Training

We deliver Gender Awareness Training to organisations throughout the UK, across the private and public sectors in order to fulfil our mission to support better representation and inclusive practices for the LGBTQ+ community across a range of services and sectors.

About our Team

We are a small team supported by a Board of Directors who have a wide range of business, finance and HR experience. The current team includes an Artistic Director / Chief Executive, Finn Warman, and a Creative Producer, Ibukhun Adebambo and is supported by freelancers who work on specific projects. Our Gender Awareness Training is delivered by a small team of freelance trainers. We also work with a core team of volunteers who support our events and marketing activity.

We ensure our team has adequate support and training to do their jobs effectively and we provide regular check-ins for all.

www.androandeve.com



About our Programme

We have secured funding from the UK's Shared Prosperity Fund as part of the UK Government's Levelling Up Agenda. This is supporting a programme of arts and culture activity happening in Sheffield between July - December 2024.

This encompasses online and in person queer dance workshops in collaboration with Manchester's Ghetto Fabulous, and two cabaret events. In addition to this activity we will be producing a large scale drag king cabaret in Autumn 2024, and will be applying for additional funding to continue this programme into 2025.

About the Role: -

The Project Coordinator (Freelance) will support the programme of activity outlined above, with scope to potentially be involved in other programmes / areas of work if the opportunity arises, or as needed by the organisation.

Responsibilities

Project Coordination

- Liaising with artists/ freelancers, coordinating schedules, negotiating services and fees.
- Working with access riders / documents to manage artists' and freelancers' access requests.
- Sourcing quotes for goods and services for the production of events and merchandise.
- Attend meetings related to the project, recording actions and outcomes.
- Liaising with venues about hires, booking spaces, and coordinating artist accommodation.
- Supporting the Artistic Director to ensure the project stays on schedule and works to budget, using Excel, Google Workspace and other team organisational tools.
- Supporting the Artistic Director with the production of events, and assisting with enquiries / access requests from the public.
- Supporting the health and safety measures related to the production of events including assisting with risk assessments, event management plans, sourcing licences etc.
- Manage the practical set-up and delivery of online and in-person events, including interacting with the public, setting up equipment and working with volunteers.

Marketing and audience development

- Supporting the creation of content for social media marketing.
- Updating the Andro and Eve website and other listing sites with relevant event information.
- Using email and social media to promote events to relevant communities and groups.
- Monitoring of social media accounts where appropriate.

Evaluation / Monitoring

- Work with the team to assist with the gathering and collating of qualitative and quantitative data for monitoring and evaluation.
- Gathering and inputting data to support the preparation of a final evaluation report.

Operational / General Support

- Ensure that records are kept and information is stored securely and in line with GDPR best practice.
- Ensure that all policies and procedures, such as Health and Safety, Equity, Access and Inclusion, Privacy and Safeguarding are adhered to.

Please note - as this is a freelance opportunity, we do require you to have use of your own laptop or computer in order to be able to carry out this work.

You will also need to hold a Basic DBS check. Andro and Eve can supply you with information to support an application if necessary.

Some of the remit of this role may change owing to the flexible nature of the organisation's business but this will be negotiated with you.

Person Specification

These are the skills, experiences and qualities we think are either required or desirable for this role.

Essential Experience

- Minimum 2 years experience working as a producer, project coordinator, assistant producer, or event manager.
- Experience of working in any sector in a public facing role, demonstrating an ability to communicate with and support members of the public.
- Experience of producing / coordinating events or activities with the public in line with health and safety best practice.
- Experience of working remotely in a small organisation or as a freelancer.

Essential Skills and Knowledge

- Strong organisational skills, with the ability to plan, manage time and meet deadlines.
- Strong communication, teamwork and interpersonal skills with the ability to communicate effectively with a range of people.
- Excellent written communication skills with good attention to detail.
- Understanding of project management processes and knowledge of tools that can help coordinate multiple strands of activity.
- Good IT skills with working knowledge of Microsoft Word, Excel, and Google Workspace.
- Understanding of, and commitment to Equality and Inclusion.
- Able to support others to create inclusive, supportive and accessible spaces.
- Knowledge and understanding of safeguarding best practice.

Essential Qualities

- An interest in and enthusiasm for the work and values of Andro and Eve.
- Flexible and responsive with the ability to work to own initiative and navigate competing priorities and unexpected challenges.
- Willingness to learn new skills and apply them with confidence.
- Awareness of your own strengths and how you work best.
- Understanding of, or interest in learning about participatory arts practices.
- Willingness to work evenings and weekends.

Not Essential but Desirable

- Experience of supporting processes in the production of live performance events.
- Experience of working on participatory arts projects in any role.
- Experience using Mailchimp and / or Wordpress.
- Familiarity with South Yorkshire communities and / or Northern LGBTQ+ communities.

Contract Details

Responsible to: -
Artistic Director

Contract Type: -

Freelance, fixed term. Between August 2024 - Feb 2025. Start date can be negotiated.

Fee: -

£225 / day for 9 days. Total fee £2,025

Please note, subject to funding there may be scope to offer additional hours of working both in the period of this contract and beyond.

Benefits: -

Gender Awareness Training will be given as part of this role.

Travel expenses within South Yorkshire will be covered.

Location

Remote with some Sheffield based working required for delivery of events.

We expect the successful applicant to be based in the North of England / East or West Midlands in order that they can travel to support live events in Sheffield.

Hours

Flexible. A working day is 8 hours. This role will require some evening and weekend working. We will aim to give at least 5 weeks notice for any weekend work. We are keen to work with you to make the role fit around your other commitments.

Please note you should be available to work on the following dates -

Sunday 22 September: 1.30 - 9.30pm

Saturday 14 December - 1.30 - 10.30pm

We may also need you to support an event on Sat 19 October, to be negotiated on offer of the role.

References

Any offer is subject to receipt of two satisfactory references.

Application Deadline: 9am Monday 22 July

Interview dates: Either 2nd or 6th August (remote). Please let us know when applying if you are unable to meet us on one of these dates.

Start Date: Mid August, to be negotiated.

As well as supporting a wide range of artists, our team have lived experiences that enable them to support inclusive practices. We particularly encourage applications from those currently under-represented within the UK arts sector, including those of Black, Asian or global majority ethnicities, those who have faced socio - economic barriers, those who identify as LGBTQI+ and those who are disabled or neurodiverse.

We welcome applications from a variety of educational backgrounds and work experiences. You do not need degree level education for this role.

To Apply

Access and Inclusion

If you require this Recruitment Pack in a different format please don't hesitate to let us know. Contact hello@androandeve.com

If you have any other questions or would like to discuss the role further, please contact Finn Warman Artistic Director / Chief Executive at finn@androandeve.com

Applications to be sent to hello@androandeve.com with the subject marked - 'Application - Project Coordinator - YOUR NAME'

Deadline for Applications - 9am Monday 22 July

Please complete our application form, detailing your relevant experience and reasons for applying for this role, keeping the Person Specification in mind.

Please supply the contact details of two people who know you in a professional capacity that, if successful, we will contact as referees. We will not contact any references without your consent.

Please ensure that your application is attached to your email and that it has your name in the title.

Please also complete the online Equal Opportunities Monitoring Form.

<https://forms.gle/b9XSMh7uNXG3sRMi8>

Checklist when applying

- Application Form
- Online Equal Opportunities Form (link above)

We encourage applications from those with less visibility in the arts and are committed to a policy of equal opportunities which requires that all staff, freelance contractors, volunteers and artists are treated fairly irrespective of their age, race, ethnicity or national origin, gender, sexual orientation or any disability. This is why we ask you to complete the Equal Opportunities Monitoring Form so we can check our impact in this area.