

CAST

CAST is seeking to recruit a freelance Engagement Coordinator.

Term and rate:

An initial six to nine month contract, on the basis of two days/sixteen hours per week.
Based at CAST, at least once a week, with the possibility of hybrid working and flexible hours.
£160/day or £20/hour.

CAST's aims and objectives:

The Cornubian Arts & Science Trust (CAST) is an educational charity. It was established in 2012 and is based in a former school building in Helston, Cornwall.

CAST aims to promote participation, appreciation and learning in the visual arts and to encourage interdisciplinary dialogue and collaboration across the arts and sciences. It is committed to the pursuit of excellence. CAST is dedicated to enriching cultural life in Cornwall and the South West and encouraging national and international connection and exchange. CAST's activities receive support from a wide range of local, regional, national and international organisations and funding bodies.

CAST works with artists, curators, writers and specialists from other fields, locally, regionally, nationally and internationally, to develop professional expertise and exchange, to present examples of outstanding creative practice, and to create opportunities for audiences of all ages to experience groundbreaking cultural activity.

CAST's Programmes:

Public programmes including the exhibition of artists moving image works, talks, workshops and screenings are managed by Programme Coordinator Cat Bagg.

Artist educator Lucy Grant is responsible for the overall creative development and delivery of learning programmes for primary school aged children, made up of termly 'Art Labs' for local primary schools, and holiday activities for families: one-off 'Think and Make' workshops during half-term, Christmas and Easter holidays, and a programme of 'CAST-Off' outdoor activities during the Summer.

A Saturday Art Club for eleven- to sixteen-year-olds has been developed and is led by artist educator Kate Turner.

CAST's programme also includes special projects including one-off workshops, activities and field trips for young people, a week-long intensive workshop for artists, curators and writers, and symposium style events exploring areas of special interest such as 'Water and Stone', a celebration and exploration of the geological origins of Helston's built environment, especially local granite.

A full archive of CAST's past programme and projects can be found on our website:
<https://castcornwall.art/>

Purpose of the role within CAST's Team:

The Engagement Coordinator will work in close partnership with our existing Programme Coordinator to plan, administer and support the delivery of CAST's programmes, ensuring the organisation's aims and objectives (as outlined above) are met. It is envisaged that this work will include, but is not limited to:

- Overall planning, scheduling and administrative support for the learning team's activities, ensuring funders requirements are met, supporting risk assessments, budgeting and practical programme considerations, ensuring that records are up to date.
- Contributing to funding bids, compiling and writing evaluation materials and reports.
- Identifying opportunities for programme development and community engagement.
- Managing and growing our partnership with Helston Community College and with other community organisations and groups as needed.
- Responsibility for safeguarding and EDI policy and approaches.
- Managing room hires, balancing commercial bookings with community use.

We are seeking applications from candidates who believe wholeheartedly in the value of art and culture, and are in full support of CAST's core values and its role in our local community. The ideal candidate will have significant professional experience of working in arts and/or learning settings, and will have excellent written communication, interpersonal and organisational skills. CAST is a small organisation with an ambitious live programme, so an ability to work flexibly in response to project needs and a willingness to muck in as needed are also important. In turn the scope of this role can be adapted to make the best use of the successful candidate's skills and experience.

The following skills are by no means essential, but we would also be interested to know if you have experience of:

- Fundraising and bid writing.
- Design and use of Adobe Softwares.
- Website editing (wordpress).
- Copywriting, editing and proofreading.
- Marketing and social media strategy.

CAST is committed to equity, diversity and inclusion and we encourage applications from people with non-traditional career paths, people of the global majority, LGBTQ+ people, and people with neurodiversities or disabilities.

How to apply:

Applications should take the form of a CV and covering letter, outlining your relevant skills and experience and your interest in CAST and the role. Please include the name and contact details of at least one professional referee. Applications should be made by email to info@castcornwall.art

If you have any questions related to the role or application process please contact cat@castcornwall.art no later than 4 September.

Applications should be received no later than midnight on Sunday 8 September 2024.