

Light Night 2012 Friday 5th October

PROJECT CO-ORDINATOR 2012 Freelance Commission

FREELANCE COMMISSION – an exciting new opportunity in Leeds

2012 is a very exciting year for Leeds and we want you to be a part of it!

Throughout 2012 we are working across the city to deliver new and exciting projects through our new programme Leeds Inspired and through our project work in Arts Development.

In 2012 we will be hosting the Breeze International Youth Festival, our own citywide Diamond Jubilee events, Canvas, the Torch Relay, Light Night and many more great activities throughout the rest of the year as part of the Olympics year.

Light Night is an internationally recognised annual event hosted by Leeds City Council working with artists and venues across the city to showcase the highest quality work from arts organisations and emerging artists.

The successful applicant will be based with the Arts Development team and will work closely in partnership with local arts organisations and communities. To devise a creative accessible event for all ages. The role includes budgeting, planning, administration and event management.

Applicants should have excellent communication and organisational skills, event management experience, experience of managing casual workers/volunteers and the ability to prioritise tasks, produce reports and manage budgets.

You'll see that the deadline for the applications is tight so don't delay!

Please send your CV with a covering letter. In the covering letter, please refer to the job description and address the points and let us know of similar events you have managed.

For more information contact Ann Wishart, 0113 2478049 or ann.wishart@leeds.gov.uk

Deadline for applications Monday 30 April at 5pm

Please send completed applications to ann.wishart@leeds.gov.uk or Ann Wishart, Acting Principal Arts Officer, Arts Development, The Town Hall, The Headrow, Leeds, LS1 3AD

Light Night 2012

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Light Night

Leeds City Council runs this exciting annual event showcasing artists and venues across Leeds City Centre. This will be Leeds 8th event and we are looking for a creative individual to come and lead the 2012 event.

Light Night came from the European concept of Nuite Blanche. Inviting museums, galleries, cultural venues and artists to share with the city and its participants free arts activities at night time.

For 2012 we want to make Light Night about high quality, visible work. Ensure our activities and marketing support the public find it easy to navigate around the city. We are also keen to commission a selection of large key open installations to engage with the public on a wider scale as well as develop corporate sponsorship and input from businesses.

The role

We are looking for an energetic and creative freelance Project Coordinator to programme and deliver Light Night, and create a memorable celebration throughout the city. This is an exciting and challenging role for someone who knows their way around the arts and culture scene, is experienced in creative programming with a track record to prove it, and enjoys making things happen.

- Can you demonstrate a positive and skilful approach to organisation and logistics?
- Are you able to work on your own and within a team?
- Do you know how to get the best effect from the least resources?
- Are you a brilliant communicator and good at motivating others?

The responsibilities

- Light Night to create an exciting celebration of culture that has along lasting impact across the city and gets everyone involved.
- Work with the Arts Development team, artists and key organisations across the city
- Create a deliverable programme of activities for Light Night in conjunction with partners
- Oversee the programme and ensure that projects and events are delivered effectively, safely and on time.
- Manage the programme so that it comes in on budget.
- Support and motivate participating arts and culture organisations so that all partners feel enthusiastic, well informed and part of the celebration.
- Coordinate the relationships between all the partners, including Leeds City Council, so that Light Night runs smoothly and effectively.
- Work with the marketing team, so that the programme is publicised and marketed in an effective and dynamic way.
- Help ensure that the programme is evaluated and its impact clearly illustrated.

Knowledge and experience

- Proven track record in creative programming
- Experience of co-ordinating and managing arts projects and events
- Good knowledge of the cultural and arts scene in Leeds
- Ability to think strategically, shape a vision and make it happen

Skills

- Ability to cope under pressure and meet tight and non-negotiable deadlines
- Ability to create a workable project plan and ensure that it is delivered on time, on budget and meets its targets
- Practical experience of target setting and performance management
- Ability to work on a wide variety of tasks and prioritise appropriately
- Experience of managing specific budgets
- Proven skills in finding solutions
- Excellent IT skills including web based technology and social networking

Personal abilities and characteristics

- Clear and confident written and verbal communication skills
- Ability to communicate the message about culture and the arts in Leeds so that people are enthused and informed
- Ability to motivate and support others to ensure deadlines are met
- Ability to work on your own initiative with energy, commitment and flair
- Ability to work collaboratively as part of a team
- Commitment to equality and diversity

Working arrangements

This is a freelance contract and will extend from 28th May – 19th October

The fee for this work is £8,925 inclusive of all travel and personal expenses.

This is based on an average of 3 days per week. However, the number of days per week spent on the project will fluctuate at different points according to the varying demands of the schedule.

The preferred candidate will be subject to an enhanced criminal record check.

If you have the skills and experience we are looking for and if you want to make Light Night 2012 happen, please send your CV with a covering letter. In the covering letter please give examples of what projects you have managed both indoor & outdoor large scale

Deadline for applications Monday 30 April at 5pm

Please send completed applications to ann.wishart@leeds.gov.uk or Ann Wishart, Acting Principal Arts Officer, Arts Development, The Town Hall, The Headrow, Leeds, LS1 3AD

We expect the interviews will be held in Leeds on Wednesday 9th May 2012

For information about previous Light Nights, please go to www.lightnightleeds.co.uk