

## **RECRUITMENT CALL OUT: FREELANCE PROGRAMMES COORDINATOR**

**Bradford  
Producing  
Hub**

Bradford Producing Hub (BPH) is seeking a freelance Programmes Coordinator to work with us to support the planning, coordination and delivery of our needs-led programme of training, artist development, commissioning and support for Bradford's live performance sector.

**Fee:** £120 per day to include travel to/from Bradford city centre.  
**Days:** 3-days per week, flexible, to be agreed alongside your other (freelance) commitments  
**Period:** ASAP to end October 2023  
**Terms:** Freelance contract, the Programmes Coordinator will be responsible for payment of their own tax and national insurance contributions.

**Location:** BPH has an office in Bradford city centre. We will need you to work from the office at least once a week for meetings, etc. You would be welcome to work in the office all the time, and / or a combination of office and working from home, whatever works best.

### **About the Role**

You will be an important part of a small, friendly and passionate team made up of PAYE staff and freelancers led by BPH's Project Director – who shape and deliver the BPH programme together.

We are a needs-led project, so all our activity is in direct response to the ideas, experiences and needs of artists and creatives in Bradford. This means we are always listening, ever-evolving and often making things happen quickly. You will work with all of the team to develop plans and provide essential coordination and support to help make our wide and varied programme happen. We're looking for someone who has great communication, loves supporting people and events, is good at planning, and maybe even enjoys making a good spreadsheet and some efficient admin!

You will be a key part of a team where everyone's voice and opinion is valued. You will bring your own perspective and experience to the project and share our sense of pride in the difference BPH is making to Bradford and your vital role in this.

**Access:** We will support any needs you may have in order to enable you to undertake this role, this may be in relation to disability, mental health, caring responsibilities, faith, etc.

### **To Apply:**

If you are interested in applying, please read the job description and email your application 'letter' (written, audio or video formats all welcome) outlining your relevant experience, plus your CV, to: [hello@bdproducinghub.co.uk](mailto:hello@bdproducinghub.co.uk) by **Friday 13<sup>th</sup> May at 5pm.**

Please put 'Programmes Coordinator Application' as the email subject.

If you need help to apply, or have any questions, drop us an email and we'll get back to you straight away.

### **Core Purpose**

To support the BPH team to ensure all events and activities are well planned, well managed, and delivered on time and in budget. To make sure everyone engaged in BPH (staff, trainees, facilitators, creatives and more) is well supported and any barriers to engagement are addressed. To help us in keeping everything running smoothly!

### **Key Tasks**

The Programmes Coordinator will work with all team members across all strands of BPH, to deliver:

#### Planning and projects

- Working closely with BPH team to respond to artists' needs through planning and scoping programmes, activities and events
- Scheduling and coordinating BPH diary of activities and events – ensuring events are planned with enough time, information is fully up to date, spotting and highlighting clashes internally and externally.
- Coordinating the allocation of tasks and responsibilities across the team
- Delivering and monitoring BPH programme activity to ensure it is progressing in line with agreed project delivery plans
- Helping the Project Director to identify potential opportunities for additional fundraising, new partnerships, or other ways to ensure the programme is delivered to its best potential.

#### Events Coordination

- Supporting the smooth planning and delivery of events
- Arranging and booking venues, equipment hire, catering and other facilities needed for events
- Ensuring access is considered from the start, and arranging access support for events (BSL, captioning, information in a range of formats, drop of points etc)
- Working with the Instigators to gather and distribute relevant information to practitioners, session leaders and participants, before and after events
- Being on-hand, problem solving and supporting delivery of events on the day/evening

#### Supporting creatives

- Issuing short term agreements to freelance artists and practitioners
- Supporting the administrator in planning for processing artists travel, bursaries, invoices etc
- Dealing with day-to-day enquires from freelancers and practitioners delivering BPH projects and activities
- Ensuring freelancers and practitioners have access to BPH policies and procedures and are aware of their responsibilities within them
- Working with the Instigators to coordinate access to rehearsal space for artists own projects, mentoring meetings and other development opportunities being supported by BPH

#### Finance and budgets

- Working with the Project Director to agree and monitor budgets
- Keeping accurate records of spending and updating spreadsheets/financial records accordingly
- Liaising with external suppliers and seeking best value-for-money for BPH programme and activities
- Working closely with Administrator to gather accurate paperwork and information from artists, practitioners and freelancers so payments can be made swiftly

#### Marketing and audience development

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- Providing timely and complete information to the BPH Marketing Manager for public recruitment for BPH opportunities
- Support the distribution of information about opportunities and events to specific community networks, helping to ensure every programme reaches its maximum potential and

### Monitoring and data gathering

- Supporting the implementation of evaluation across the programme alongside the Project Director and our External Evaluation Consultants
- Preparing, coordinating and collating event sign-up forms, collation of attendance data, feedback, etc

### Other responsibilities:

- Work collaboratively with the BPH team and Consortium to embed a caring, people-centred and positive working environment
- Take part in training and development requested by the Project Director or Consortium
- Any other reasonable duties as requested by the Project Director or Consortium

## **Experience and skills**

| Essential  | Desirable   |
|--|---|
| <b>Skills / experience</b>   |   |
| <ul style="list-style-type: none"><li>• Excellent admin</li><li>• Experienced in coordinating creative projects involving a number of partners</li><li>• Highly organised and good attention to detail</li><li>• Experience in gathering and recording evaluation data</li><li>• Good time management skills and able to work unsupervised</li><li>• Working within agreed budgets</li></ul> | <ul style="list-style-type: none"><li>• Knowledge of Bradford arts scene</li><li>• Knowledge of marketing and audience development</li><li>• Working on multi partner projects</li><li>• Devising and developing budgets</li><li>• Some understanding of Arts Council funding streams and priorities</li><li>• Fundraising experience</li></ul> |
| <b>Attitude / understanding</b>  |   |
| <ul style="list-style-type: none"><li>• Commitment to access and inclusion</li><li>• Great with people, able to work with multiple partners</li><li>• Self-motivated</li><li>• Flexible and collaborative</li><li>• Passion for new work and live performance</li></ul>  | <ul style="list-style-type: none"><li>• Understanding of the barriers experienced by independent artists and practitioners</li><li>• A commitment to, and passion for, Bradford</li></ul>   |