



## PROJECT CO-ORDINATOR – JOB DESCRIPTION

### About Made By Mortals

Made By Mortals (MBM) create immersive podcasts, films and musical theatre shows in collaboration with world-class professional artists, health and social care organisations and a wonderful mix of community participants.

Take a look at this video, explaining our approach and introducing you to some of the people we work with: [www.madebymortals.org/our-approach/](http://www.madebymortals.org/our-approach/)

Our mission is to cultivate creative citizens. **'Cultivate'** because our work is about empowerment and shared ownership for the common good. **'Creative'** because our work provides space for people to hone and practice their creativity no-matter their ability or past artistic experience. **'Citizens'** because we believe that people can use their creativity to take an active role in society and bring about change through sharing stories, imaginations and experiences in an accessible, meaningful and don't forget fun way.

Our work mixes up performers, creators and audiences alike in a way that makes everyone feel like they own bit of it. We try our utmost to make stuff as participatory as possible and as useful as possible to our partners and the communities we serve.

Co-production, co-design and community is at the heart of what we do. We provide a service that **'brings people's experience to life'** through creativity and in doing so helps life make a bit more sense and the world become a bit more of a happier and fairer place to be.

MBM has more than doubled its reach, impact and turnover year-on-year since 2017. MBM is therefore at a moment of opportunity to make an even bigger difference in the future, and we're looking for new colleagues who can help us to achieve our mission of cultivating creative citizens.

"It's allowing yourself to be part of something bigger than yourself."  
Katie, participating whilst shielding.

Please see our website for more information about our programmes and activities  
[www.madebymortals.org](http://www.madebymortals.org)

### Project Co-ordinator Role

Application Deadline: 5:00pm Friday 19<sup>th</sup> November 2021

Interview on: Monday 29<sup>th</sup> November 2021

Salary: 23-24K pro rata (this role can be offered on PAYE or £100/day on a freelance contract).

Hours: The equivalent of 4 days/week – Note. Team meetings are on Monday afternoons.



Place Of Work: Our offices at Ashton Old Baths - <https://www.ashtonoldbaths.co.uk>

Benefits include: Flexible working hours, a 5% employer contribution to pension scheme (if PAYE), training and development opportunities, staff theatre trips.

### **Overall Purpose Of The Role:**

We are looking for an experienced, organised and motivated Project Co-ordinator to join our team. The Project Co-ordinator will plan, organise and co-ordinate a broad range of projects, from supporting our core groups with their planned programme of work, liaising with artists and the delivery team, and setting up projects with new communities and partner organisations.

Our ideal candidate will be somebody who has experience in working in the arts, and a passion for theatre to bring about positive change in people's lives. We are a fast-paced organisation so you will need to be adaptable and be able to work as part of a collaborative team. The Project Co-ordinator will also have contact with clients, funders, partner organisations, artists and community participants so we're looking for someone with excellent interpersonal communication skills!

### **Responsibilities:**

The Project Co-ordinator will work closely with the company CEO and Artistic Director in addition to our fundraising, marketing and artistic teams. We are looking for an individual that loves the arts but is committed to working behind the scenes supporting the organisation of projects, partnerships and productions. This will include but is not limited to:

- Liaising with freelancers to schedule upcoming project activity.
- Managing artists contracts.
- Assisting with the implementation of marketing strategy, including creating posts across MBM's social media channels.
- Devising and co-ordinating newsletters and mail-outs publicising our work
- Maintaining database of organisational contacts.
- Booking project/performance spaces (both digital and physical).
- Assisting participants to take part in project activity.
- Ensuring participant registers and impact data is kept up-to-date.
- Supporting artistic team in administrative tasks during project activity.
- Planning and implementing effective engagement strategies.
- Supporting the project marketing/promotion processes.
- Assisting in the project monitoring and evaluation process.
- Creating campaigns on Mailchimp and Eventbrite.
- General admin support and maintaining effective filing systems.
- Attend performances and events and act as an ambassador for MBM.
- Attend regular team meetings.
- Taking minutes at board meetings.
- Responding to customer enquiries.



### **Person Specification:**

#### Essential:

- Experience of arts admin/co-ordination.
- A flexible approach to working hours.
- Excellent written and interpersonal communication skills.
- Strong IT literacy skills including Microsoft Office & Google Drive
- Strong organisational skills including planning your own time effectively; prioritising tasks and meeting deadlines.
- The ability to work independently and as part of a team
- An interest and enthusiasm for MBM's work
- Willingness to put things right over a brew, and of course...a sense of humour!

### **Inclusivity & Diversity:**

Made By Mortals is an inclusive organisation where different views and experiences are valued, and everyone is able to be themselves. We recognise and understand the importance of diversity and inclusion and want our workforce to be representative of the audiences, organisations and communities we work with.

It is our policy that all employees receive equal treatment irrespective of gender identity, race, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, age, marriage and civil partnership.

### **How To Apply:**

To apply for this role, please send the following documents by 5:00pm on Friday 19<sup>th</sup> November to [jenny@madebymortals.org](mailto:jenny@madebymortals.org) stating the Job Title in the subject header. Interviews will be held on Monday 29<sup>th</sup> November.

- A covering letter no more than 2 sides of A4 explaining:
  - What attracts you to this position;
  - Your ability to meet the criteria outlined in the person specification;
  - A successful arts project you have been a part of.
- A CV
- Equal Opportunities Monitoring Form
- Details of 2 References
- Completed Data Consent Form

If you would like more information or to chat informally about the role, please contact Jenny on the above email address or call 0161 706 1011.

Thank you for your interest in this role!