



Help us share the LOV!

LOV YOUNG PEOPLE'S PROGRAMME

LOV MUSIC PROJECT COORDINATOR

APPLICANT INFORMATION PACK

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JULY 2016

1. Introduction / Recruitment Timetable / How to Apply

LOV YOUNG PEOPLE'S PROGRAMME

LOV MUSIC

PROJECT COORDINATOR

Dear Applicant

Thank you for your interest in the above position.

Please find below background information, job description and person specification.

Please ensure that you complete all sections of the application form fully. CV's are not accepted. When filling in your application form, please study the person specification carefully. If you do not demonstrate on the form that you fulfil the essential criteria for the position, you are unlikely to be successful in your application.

For further information or an informal chat about the post please contact Emily Bowman on 07713 200782 or email emily@lincolnshireonevenues.com.

Please return your completed application form and equal opportunities form to lovadmin@litc.org.uk by **9am on Wednesday 20th July 2016**. After this time applications will not be accepted. Please note that only electronic applications will be accepted.

Successful short listed applicants will be notified by **Friday 22nd July 2016** with interviews on **Tuesday 26th July 2016**. Interviews will take place at **Lincoln Drill Hall**. As part of your interview you will be expected to give a short presentation and take part in a planned exercise which will be explained to those shortlisted.

We hope that the successful applicant will be in post by mid-August.

If you have any queries please contact: lovadmin@litc.org.uk or call Emily Bowman on 07713200782.

Yours sincerely

Emily Bowman
Projects Manager

2. Advertisement

LOV Opportunity: LOV Music Project Coordinator

Mobile Working/A range of office bases available across Lincolnshire - please see list of venues in supporting document.

Lincolnshire One Venues (LOV) is a network of 11 visual and performing arts centres, established to create a more coherent arts offer across a large and predominately rural county.

With support from the National Foundation for Youth Music we are seeking a **young Project Coordinator to join the LOV Young People's Project team** to support the coordination of the LOV Music Strand.

If you have the enthusiasm and commitment to work with young people, artists and venues, have an interest in music, are extremely well organised and self-motivated then we want to hear from you.

For further information on LOV visit www.lincolnshireonevenues.com

The LOV Music Project Coordinator will work closely with the LOV Young People's Project Team to provide dedicated support for the delivery of the LOV Music strand of work.

Applicants will need to be able to work on their own initiative, have good organisational skills and a proven interest or experience of working in the arts/with music and with young people.

The role may include some weekend and evening work and access to own transport is essential as the team work across the whole of Lincolnshire.

Due to the funding for this post applicants must be aged 18 – 24 years. The post is currently set at 25 hours per week for 52 weeks at NMW.

A full job description and advice on the application process is available by contacting lovadmin@litc.org.uk or download an information pack at www.lincolnshireonevenues.com/opportunities

3. Job description

Title:	LOV Music Project Coordinator (Young People's Programme)
Responsible to:	LOV Projects Manager (Young People's Programme)
Hours:	(PART TIME) 25 hours per week
Salary:	£6.70 per hour for 52 weeks
Base:	(NCCD) - Mobile across LOV Venues
Application:	Applicants must be aged 18 – 24 years

JOB PURPOSE:

To work with the Lincolnshire One Venues Young People's Project Team to support delivery of the LOV Music strand of the programme for, and with, young people aged 12-25 in order that:

- More young people will participate in arts activities, through formal education and independently; being encouraged to develop their own work as artistic producers within professional venues; as well as accessing progression routes and alternative skills development within the creative industries through workshops, training and mentoring within the LOV venues.
- More events will take place within LOV venues that are aimed at young audiences giving them further opportunities to engage in their local venue and culture
- Local young people will feel genuinely connected to their venue; gaining real experience of artistic programming within venues and being supported to commission and programme professional work for Lincolnshire.

LOV Music Project Coordinator (Intern) Responsibilities:

1. Working closely with the LOV Young People's Programme (YPP) Project Workers and Projects Manager to provide dedicated support to the LOV Music strand of the programme
2. To be the first point of contact for all website enquiries, internal and external related to the LOV Music strand and work with the Marketing Intern to create a strong marketing strategy for the life of the project to help raise the profile of the work being delivered and support the creation of (including and not limited to): copywriting, print distribution, street team coordination, participant recruitment as required
3. To support the Project Team with the recruitment of young people to the LOV Music strand.
4. To research facilitators and companies LOV could approach to work closely with on this project from music producers, programmers, technicians and musicians.
5. To research local and national venues or other places of relevance for go & sees for the young people of the LOV Music strand.
6. To book in external facilitators to run session/masterclasses with a range of groups taking part in the LOV Music strand
7. To arrange go & sees for the groups taking part in the LOV Music strand
8. To coordinate recording sessions & the completion of the LOV Music CD

9. To support recording sessions with assistant sound technicians out in the community
10. Supporting the Project Workers in the hands on delivery of the young people's LOV Music strand across all LOV venues, including supporting the facilitation of meeting sessions, liaising with venues, documenting events, supporting evaluation and writing copy for the website etc.
11. Lead on the evaluation of the project
12. Carry out any other duties commensurate with the job role

4. Person specification

	ESSENTIAL	DESIRABLE
Education and Training	Recent graduates of all disciplines or people with equivalent relevant experience.	A qualification and/ or training relating to arts management.
Relevant Experience	Some experience of working with young people (12-25 year olds) on creative arts projects. Some experience or understanding of maintaining and updating website content and using social media as a marketing tools Some experience of planning, coordinating and delivering projects.	Experience of working within a venue.
Knowledge	An understanding of the importance of accessibility in the arts. Knowledge and enthusiasm for a wide range of music.	Knowledge of how to engage with young people. An understanding of marketing and audience development
Skills and abilities	Well organised with good time management. Good verbal and written communication. Self-motivated and able to work on own initiative. Ability to build relationships Able to demonstrate a real enthusiasm for working in the field of arts/working with young people. Graphic design skills and experience	

	of producing advertising or marketing materials (particularly print and online) IT Skills	
Personality	Committed and enthusiastic about the arts and engagement with young people. Team player	
General	Willingness to work flexible hours including some weekends and evenings. Hold a full UK driving licence and access to a car for business use.	Willingness to take part in professional development opportunities. Understanding of the principles and practice of equal opportunities and diversity.

The project requires all staff to obtain enhanced Disclosure and Barring Service (DBS) disclosure. You will be required to provide the necessary documentation for the checks to be carried out. The project will cover the cost of obtaining the disclosure and reserves the right to request additional DBS checks at any time in the future.

The post will be employed by Leisure in the Community Ltd acting on behalf of the LOV Young People’s Programme steering group.

5. About Lincolnshire One Venues (LOV)

Lincolnshire One Venues (LOV) is a network of eleven visual and performing arts centres in Lincolnshire, established to create a more coherent arts offer across a large and predominately rural county. Since 2007 LOV has been developing a brand new way of working – we are challenging how venues and cultural organisations work together to become stronger, cohesive and more adaptable in the current economic climate.

One of the objectives for the network is to strengthen audience development work; with funding awarded by the Paul Hamlyn Foundation (PHF) in April 2012, the network set up the Young People's Programme (YPP), to focus specifically on developing young audiences and engaging young people aged 12-25 from across the county.

"We believe LOV is breaking new ground by creating a model of working with young people across arts venues that is unique in the UK" Paul Hamlyn Foundation Case Studies 2013 – 14

We have achieved a lot and learnt a lot over the past four years, not only about how we can work with young people but also how we can work together as a network.

We have now secured further funding of £550,000 from the Paul Hamlyn Foundation, the Esmée Fairbairn Foundation and Arts Council England until March 2018/2019, to help us to continue to grow and develop the Young People's Programme and develop the LOV network. We have also gained additional support from the National Foundation of Youth Music and the Film Hub Central East to further develop our offer around music & film. During this next phase there will be a continued focus on the Young People's Programme alongside a stronger focus on the development of the LOV model.

For more information on the specific projects we deliver please go to www.lincolnshireonevenues.com.

The member venues:

Lincoln Drill Hall - Lincoln

Lincoln Drill Hall is a multi-purpose arts venue that stages a year round programme of arts events and activities including theatre, dance, literature, comedy, film, family events, musical theatre, workshops and music of all kinds especially folk, jazz, rock & pop & classical. The venue has an immensely flexible auditorium space, which allows it to stage events in a variety of different ways. It also hosts the annual Lincoln Book Festival, the Lincoln Beer Festival, the Lincolnshire International Chamber Music Festival and its own Children's Festival. Lincoln Drill Hall is owned and managed by Lincoln Arts Trust, a registered charity, and receives funding from the City of Lincoln Council as well as being the lead organisation for LOV's NPO.

The Collection - Lincoln

The Collection, opened in 2005, in Lincoln, contains 250,000 years of Lincolnshire's history from the earliest occupants to the eighteenth century. It also boasts a magnificent temporary exhibition space, which has seen the finest of cutting edge contemporary art, including Christine Borland, Lindsay Seers, Grayson Perry, John Newling, Phil Collins and many others. Sitting alongside the Collection is The Usher

Gallery, Lincolnshire's only purpose built gallery housing a fantastic collection of fine and decorative arts.

Lincoln Performing Arts Centre – Lincoln

Lincoln Performing Arts Centre is owned and operated by University of Lincoln and is home to the Lincoln School of Performing Arts. The 446 seat presenting venue hosts a wide variety of events including drama and contemporary performance to dance, comedy, jazz and classical music. It is increasingly taking a leading role in nurturing new work and forging progression routes for early career arts professionals.

The Riverhead Theatre – Louth

The smallest venue and the only solely owned and privately operated community theatre within the LOV group. The Riverhead Theatre is proud to be able to run almost totally with the commitment and support of a huge team of skilled volunteers ensuring that every aspect of this modern theatre is run to as near or better than the standards expected from professionally run standards. 'The owners', Louth Playgoers Society have succeeded in ensuring the success of the theatre not only by enthusing its' volunteers but by encompassing a professional and educational programme otherwise absent in this somewhat remote area of the county. The theatres commitment to young people and encompassing them with all aspects of theatre is one of its strong points and one the group is looking forward to develop even further the work it does with and for them.

Trinity Arts Centre - Gainsborough

Trinity Arts Centre in Gainsborough is a converted church that opened its doors in 1979 and boasts a 200 seat auditorium with sound and lighting systems. Other facilities include a meeting room, bar and artist studio. All rooms are available for hire. Trinity Arts Centre offers a wide-ranging programme of events including films, live theatre, community theatre and comedy.

The South Holland Centre – Spalding

One of the larger venues in Lincolnshire, the modern South Holland Centre offers a diverse arts and entertainment programme in the south of the county. Each season mixes professional theatre, dance and music with community performance and activity, including lots of opportunities for people to take part in the arts. The Centre is also the district's only cinema with a film programme that includes the best of British film-making, Hollywood blockbusters and arts /independent films.

Facilities include a 340 seat fixed seat auditorium, a large multifunctional flat-floor hall and two smaller meeting rooms. The Centre is owned and managed by South Holland District Council and is open six days a week year round.

The Guildhall Arts Centre – Grantham

The **Guildhall Arts Centre** is a community-centred venue that aims to offer its customers innovative, stimulating and quality arts' experiences. Our venue is predominantly a receiving theatre where we bring in professional touring shows and also hire the venue

out to professional shows. In addition, Grantham has a thriving amateur scene and several groups from the area hire the venue for their productions.

Stamford Arts Centre – Stamford

Drawing on a rich heritage dating back to the 18th Century, Stamford Arts Centre is a thriving multi-arts venue. We provide opportunities to experience and participate in a wide selection of art forms from theatre, music and film to sculpture, dance and drawing.

Throughout the year professional touring companies visit our 166-seat theatre as well as hosting performances by our resident Shoestring Theatre Company. The theatre also doubles as a cinema, which has become a film hub for Stamford and one of the most successful independent cinemas in the country, screening a wide range of genres including Hollywood blockbusters, British, European and Art House films.

The arts centre also has a beautiful ballroom where events such as concerts, receptions, craft fairs and markets are held, a coffee shop, two bars and a gallery, which exhibits local, regional and national exhibitions.

The Terry O Toole Theatre – North Hykeham

Opened in 2002, The Terry O’Toole Theatre is a small, friendly and accessible community theatre situated at the very heart of North Hykeham.

The theatre stages a mixed programme of high quality professional drama, theatre for children, dance, music and workshops, alongside a wide range of community performances and works in close partnership with North Kesteven School and artsNK [North Kesteven District’s arts development team], to deliver a range of outreach and education activities. The theatre has a growing reputation in the arts sector for supporting innovative and high quality professional theatre.

The theatre’s auditorium is an intimate modern ‘black box’ performance space, with a raked auditorium providing seating for up to 268 patrons; and the theatre is equipped with high spec. sound and lighting systems and a hearing induction loop. The venue is fully accessible to patrons with disabilities and has extensive free parking.

The Terry O Toole Theatre is part of the North Kesteven District Council NPO alongside artsNK, Design Factory and The National Centre for Craft and Design.

The National Centre for Craft and Design - Sleaford

The National Centre for Craft and Design sits at the heart of the market town of Sleaford Lincolnshire in the pleasant riverside setting of Navigation Wharf. It is a unique and ambitious gallery that exhibits the most innovative, challenging and accomplished craft and design artists practicing within the craft and design arena today. The centre has four exciting exhibition spaces including the largest main gallery space in England, a roof top gallery and a vibrant window space.

Our learning and events programme is built around the themes of each exhibition and

offers a lively and public programme of talks, workshops, conferences, clubs, groups, activities, lectures, seminars, screenings, short-courses, and demonstration days. Our retail space provides a visually stunning and inspirational area for demonstrating and promoting creative talent and we have a licensed café that serves locally sourced produce and is a popular haven for local families and business people seeking a creative respite.

The National Centre is 'home' to the very best designer/makers in craft practice today.

The Embassy Theatre – Skegness

The Embassy Theatre, located on the seafront of the popular tourist resort of Skegness, is the East Coast's premier entertainment venue. Operating all year round with a dedicated team of over 30 people, both full-time and part-time, who have a strong passion for the work they do, along with a team of very willing volunteers, aim to bring top class entertainment to enjoy.
