**JOB DESCRIPTION**

**TITLE:** Creative Schools Project Coordinator

**RESPONSIBLE TO:** Head of Creative Development

**Hours:** 1.5 days per week / 12 hours per week

**Deadline**: 12pm Thursday 28th April

*Candidates notified on Friday 29th April if they will be invited to interview*

**Interviews**: Tuesday 3rd May

**Salary**: £125.00 per day / £187.50 per week

***An exciting opportunity to take on a pivotal role in a brand-new creative curriculum project and collaboration between Z-arts, One Tenth Human and MADE.***

[Z-arts | Arts and theatre for children and families | Manchester](https://www.z-arts.org/)

[One Tenth Human | The award-winning theatre company, creating brain-stretching adventures with artists, kids and scientists.](https://onetenthhuman.com/)

[Home - MADE (mademcr.org)](https://www.mademcr.org/)

**PURPOSE:**

Your performance in this post will support the Head Of Creative Development and partners One Tenth Human and MADE to deliver a key programme of work funded by Paul Hamlyn Foundation over the next three years. The programme, Toni and the Time Machine will develop a  digital creative curriculum for schools exploring how arts and culture can directly support learning in all areas of the curriculum but with a focus on science, engineering and maths.

This is a multi-partner project led by Z-arts but working closely with One Tenth Human, MADE (Manchester’s Cultural Education Partnership), up to 20 schools across Manchester, the evaluation lead and the funders Paul Hamlyn Foundation.

The Creative Schools Project Co-ordinator will co-ordinate all elements of the project, linking the partners and ensuring that the project is successfully delivered and evaluated. A key element of the project is liaising with the school partners and advising the artistic team on primary school curriculum. You’ll be a key part of the project development and the lynch pin for administration, communication and monitoring.

**HOURS:**The hours of the role are **12 hours per week**

**DURATION:**Contract until end of August 2025

**MAIN AREAS OF RESPONSIBILITY:**

1. Act as the key point of contact between Z-arts and education & creative partners.
2. Assist the Project Team in developing and managing all elements of the Toni and the Time Machine programme.
3. Lead on evaluation, gather data and report to the PHF as required.
4. Develop partnerships with primary schools through MADE to roll out the project out in year 3 to 20 classes.
5. Represent Z-arts at key educational forums in the city and on a regional level.
6. To develop and maintain a project online blog.
7. Support the artistic team in designing creative curriculum activities that link into the national curriculum at Key Stage 2.
8. Promote and publicise the Toni and the Time Machine programme.
9. Work with the Marketing and Audience Development Manager to promote Toni and the Time Machine through Z-arts and One Tenth Human website, newsletters, blog, promotional material and activities.
10. Help maintain an up to date and accurate project related budgets.
11. Understand and adhere to all Z-arts Policies and Procedures.
12. Provide cover for other team members as required.
13. Act as an ambassador and in the best interest of Z-arts at all times.
14. Undertake any other duties as required by the Senior Management Team

**GENERAL INFORMATION:**

To comply with legislation covering the activities at Z-arts, it is required that all staff undertake training as directed by their line manager. It is also essential that all staff carry out their duties in a safe manner in accordance with the current Health and Safety at Work legislation.

**As a small team, the successful candidate will need to be an all-rounder with skills to deliver in the following areas:**

**PERSON SPECIFICATION**

1. Experience of developing and working in partnership with schools to deliver creative arts projects.
2. Experience teaching within primary schools – QTS and PGCE status
3. Experience of managing projects in a creative, cultural, youth or educational context.
4. Demonstrable experience of monitoring projects outcomes and stringent evaluation.
5. Experience of managing project budgets.
6. Experience of partnership work and developing productive networks and networking opportunities, especially within the education sector.
7. Ability to translate artistic and creative ideas into developing and running educational projects and activities.
8. Experience of successfully engaging children, young people and teaching professionals in a programme of activity through the implementation of a successful engagement and marketing strategies.
9. Ability to meet deadlines and work under pressure.
10. Ability to work co-operatively as part of a small team.
11. Able to demonstrate strong and versatile communication skills, both verbal and written.
12. Excellent interpersonal skills.
13. Knowledge and experience of using a broad range of I.T. in the workplace and the use of up to date technologies and software used in creative arts and theatre education.
14. Self-motivated and enthusiastic about your work and able to work on your own initiative.
15. To have a good track record for attendance and timekeeping.

*This Job Description is not intended to be exhaustive, and it remains subject to change at any time to meet the changing needs of the charity.*

**HOW TO APPLY:**

Please complete part 1 and part 2 of the application form. If you would rather apply with a video application please ensure the video is no longer that 2 minutes.

Send completed applications to [paul@z-arts.org](mailto:paul@z-arts.org) by 12pm on Thursday 28th April.

**ANY QUESTIONS:**

Please contact [saskia@z-arts.org](mailto:saskia@z-arts.org) or phone 0161 226 1912