

Islington Mill

- 1
- Introduction..... 2
- Islington Mill Mission 3
- Islington Mill Ethos..... 3
- Islington Mill Core Activities..... 3
- Islington Mill Core Aims for 2019-22 3
- Working with Islington Mill 4
- Job Description – Projects Coordinator 5
- Timeframe for applications, selection and interview..... 8
- Guidance Notes for Applicants..... 8
- Contact details 9

Introduction

Islington Mill Arts Club (IMAC) is a well-established artist-led CIC providing affordable studio, venue and educational provision for the culture sector from its former textile mill in the heart of Salford.

Building on its 18 years of experience as a cultural catalyst and home for imaginative freedom IMAC is now establishing a charity, Islington Mill Foundation, to lead existing creative and learning programmes, and to grow new projects that will impact positively on the cultural and social landscape of the City and the region.

Major renovation work is currently underway to restore, develop and make accessible the historic Mill for this new phase of its creative life. Renovated, the building will house the developing Islington Mill Art Academy, as well as its growing events, projects and programmes that will further embed the Mill as a cultural driver in both the history and future of the area.

A regular programme of workshops and events will continue to draw on Islington Mill's reputation and expertise as a creatively disruptive force for inclusivity, and cultural and social change.

This is an exciting point in Islington Mill's history. With a new organisational structure, business plan, and capital and project funding in place from both The National Lottery Heritage Fund and Arts Council England, it is ready to embark on its next, exciting and most ambitious phase yet. The Mill is now seeking a Projects Coordinator to work with the Mill's small dedicated team to build on this potential.

We are open to applications from people from diverse backgrounds, particularly those who understand how to build strong communities and partnerships. A full job description and application form are enclosed.

To apply, please complete the application form and return it, along with your CV and a completed Equal Opportunities form, by 18/10/2019.

Please email your documents to info@islingtonmill.com

If you would like further information before submitting an application, please contact maurice.carlin@islingtonmill.com

Islington Mill Mission

Islington Mill provides courageous spaces for artists, creatives and Salford's local community to nurture creativity and artistic endeavor.

Islington Mill Ethos

- Islington Mill delights and excels in creating a collaborative and supportive environment for all kinds of artists, creatives and entrepreneurs at every stage of their development and career.
- Islington Mill's welcoming, nurturing and accepting environment is the manifestation of what the organisation believes is possible when people work together to build a community of collective care.
- Islington Mill is committed to supporting diversity in talent, expression, experience and learning, and works to foster peer-to-peer behaviours, curated and spontaneous activity, and pro-active networks that promote acceptance, opportunity and artistic endeavour.

Islington Mill Core Activities

We deliver our mission through three core activities:

- Provision and factoring of studio and events spaces.
- Education, coaching, mentoring and support for artists.
- Strategic partnerships, projects and programmes with community and regional impact.

Islington Mill Core Aims for 2019-22

- Islington Mill's historic site and building are developed, secured and provide viable and sustainable cultural assets for its community and stakeholders for the long term.
- A two-year organisational development and transition programme is completed to secure the Mill's resilience, including the launch of Islington Mill Foundation as a fully-fledged charity.
- Drawing on the Mill's unique value proposition the Mill's core services and programmes are sustainable and contribute to the region's cultural diversity and future.
- Affordable and accessible artist-led development, mentoring and support through the Islington Mill Art Academy is increased through the Mill's partnership with Manchester School of Art PhD.
- Diversity and inclusion within the Mill's tenants and programmes is increased, and greater engagement with the local community is facilitated through capital renovations and new creative programmes.

Working with Islington Mill

The benefits of working with us are just that - it is working *with* us, not for us.

You will be joining an agile environment, which *“actively endeavours to be welcoming and liberatory, cultivating a kind caring queering and courageous climate ...for all. Our ‘me, you, we, new’ ethos facilitates space for collaborative imagining, creating, learning, being and making, with those with whom we are familiar and those we've not yet met.”*

We are a diverse, creatively active and fluid community (rarely a dull moment). We champion difference, and actively propose, design and test ways we can learn, live, work and be in the world together, co-shaping the future through conscious decisions and actions, at less costs to ourselves, each other, and the planet.

You will be learning and engaging with ‘Upwording’, where thinking and speaking to ourselves, and each other is free from superiority, coercion and blame, focusing instead on how we can meet any situation with curiosity and the desire to find mutually agreeable solutions. We continuously co-seek to create our climate for all, and apply rigour to maintain this.

You will be contributing during a pivotal moment in the Mill’s history as it embeds its place in the cultural and social fabric of the City. You will be co-facilitating an exciting, rigorous base for artists and creatives, resident and transient, benefit from an experimental learning environment, plus built-in coaching and mentoring support.

You will also be working in the unique environment of the Mill - we have a lively, lovely courtyard with plants, and future vegetables, ease, air, and space, with working flexibility. You will become a vital part of the welcoming and sociable Islington Mill ‘extended family’.

A Living Story with an eye on the past, engaging in the present, and a view to the future.

Job Description – Projects Coordinator

This role reports to: General Manager, Islington Mill Arts Club

Purpose

The Projects Coordinator will play a lead role in the successful delivery of Mill programmes, monitoring and evaluation and the development of new audiences. The Projects Coordinator will be responsible for the smooth and dynamic running of all aspects of the Mill's key programme activities. This involves liaising with artists, staff, partners, audiences and our communities to produce high quality projects and programmes, as varied as weekend multi-programme festival events, educational outreach projects and potluck dinner socials. It will involve assisting artists who are self-directing their learning process via our peer-led alternative art school, supporting the 'Upwording' Lab (the Mill's space to invent processes and tools for co-working and co-imagining), producing 'Mill-on-Tour' programmes off-site, and projects that are yet to be seeded, enter gestation, be born.

We are looking for someone who enjoys engaging with people, is curious and thrives on co-creating solutions. We are looking for a person who is enthusiastic and, a starter-finisher. Someone who, doesn't take positions of superiority or inferiority, who remains super calm when much is happening fast, is clued into the overall vision, mission and values, and loves getting things done in a way that furthers the raison d'être, in a creatively diverse experimental environment.

MAIN RESPONSIBILITIES AND DUTIES

The Projects Coordinator is responsible for:

Programme Delivery

- Liaising with Artistic Directors and General Manager to deliver exemplary multi-artist and artform programmes.
- Managing the delivery of programmes to ensure they happen on time, within budget, to high standards, while upholding the Mill's vision, values and ethos.
- Coordinating work requirements of partners / sub-contractors to the Artistic Directors, ensuring they have what they need to successfully deliver programmes.
- Liaising with Artists, General Manager, Business Manager and Building Maintenance Team to prepare, set-up and tidy up the spaces for programme activity.

Marketing, Communications and Audience Development

- Supporting Marketing and Communications staff to develop and circulate content for web, print, social media and press relating to projects and programmes.
- Contributing to implementation of audience development plans.
- Coordinating and creating opportunities for audience / stakeholder participation.

Artist and Participant Support

- Providing general support to artist and audience participants in Mill programmes and projects.
- Overseeing logistics of travel, accommodation, subsistence of visiting artists producers to ensure wellbeing and comfort (within budget).
- Liaising with artists/producers to ensure smooth communications and successful project delivery on time.

Administrative

- Managing general correspondence and email / phone enquiries for programme activity.
- Circulating meeting agendas, taking minutes, circulating actions, maintaining records in shared filing space.
- Scheduling and coordination of meetings and diaries in relation to programme and project delivery, liaising with Artists Directors, General Manager and Business Manager as necessary.
- Managing of contacts database.

Evaluation

- Implementing and recording evaluation of projects and public engagement programmes.
- Agreeing and implementing appropriate Mill archive taxonomy; gathering materials and documentation for archiving.

Other Duties

- Representing the Mill as appropriate
- Complying with Mill policies and procedures
- May be required to work unsociable hours.
- Other duties as reasonably required.

PERSON SPECIFICATION

Essential knowledge, experience and skills

- A passion for culture and community.
- Experience of devising, running and evaluating events, talks and workshops.
- Strong project management and organisational skills.
- Well developed written and verbal communication and presentation skills; ability to convey information clearly and concisely in both written, visual and spoken forms.
- Ability to maintain effective working relations with a broad range of people both internally and externally.

- Proven ability to prioritise a varied workload and balance competing demands.
- Computer literacy including the use of word processing packages, spreadsheets, internet, email and knowledge of or willingness to learn and use other programmes.
- Excellent administrative skills and attention to detail
- Willingness to work evenings / some nights / weekends as reasonably required.
- Team player, supporting and enabling others within a small, experimenting, ambitious arts organisation.
- A commitment to understanding the cultural landscapes of Salford and Manchester, and the importance of engagement and diversity

Crucial

- Experience of and openness to working with and supporting people with a diverse range of abilities, backgrounds and cultures, beliefs, views, practices, preferences, values, even when these may not align/match with your own values and beliefs.

Summary of Terms

Contract: This is a fixed contract of employment for 2 years.

Salary: £18,000 - £20,000 FTE (Depending on experience)

Hours of Work: Part Time (0.5 / 20 hours per week)

Notice period: Two months.

Probationary period: Six months, with one month's notice.

Holidays: 33 days p.a. FTE (including statutory public and bank holidays).

Location: Islington Mill, James Street, Salford.

Timeframe for applications, selection and interview

The closing date for receipt of applications is 18/10/2019.

Shortlisting will take place on 23/10/2019 and you will be notified whether you have been shortlisted (or not) for interview via email by 30/10/2019.

Interviews will be held on 19/11/2019, at Islington Mill. Second round interviews if necessary will be held in the week commencing 25/11/2019.

Guidance Notes for Applicants

Please read these notes carefully before completing your application.

Islington Mill is committed to being an inclusive employer that welcomes staff from a wide variety of backgrounds. This guidance is provided to help you apply for one of our vacancies as effectively as possible and to ensure you provide us with all the information we need to see how well you meet the requirements of the job.

If you have any general queries about the application process, or to request the application pack in a different format, please contact info@islingtonmill.com

If you have specific queries about the role please email maurice.carlin@islingtonmill.com

To ensure fairness to all applicants, any decision to shortlist you for interview will be based solely upon the information you supply in your application. We cannot take into account in the selection process any previous knowledge we may have of you. Please note that we will not refer to your CV for the purposes of shortlisting, so please ensure that everything you wish us to consider is within your application form.

To apply, please complete and return to Islington Mill by the closing date (see above):

- Projects Coordinator Application Form
- Equal Opportunities Monitoring Form
- CV
- If relevant, a Guaranteed Interview Form.

Contact us if, for reasons of disability, you wish to respond in an alternative format.

Data Protection Act, 1998

Information provided by you as part of your application will be used in the recruitment process only – data will be held securely with access restricted to those involved in the process. Once this process is complete, data relating to unsuccessful applicants will be stored for a max. of 12 months and then destroyed. If you are the successful candidate, your application will be retained and form the basis of your personal record.

Information provided by you in the Equal Opportunities form will be used to monitor Islington Mill's diversity policies and practices. By submitting your completed application you are giving consent to your data being stored and processed for the purpose of the recruitment process, equal opportunities monitoring and your personal record if you are the successful candidate.

Thank you for your interest in working for Islington Mill.

Contact details

Islington Mill
1 James Street
Salford
Greater Manchester, M3 5HW

0161 278 6404

www.islingtonmill.com



Supported using public funding by

**ARTS COUNCIL
ENGLAND**

Islington Mill Arts Club, Registered in England (No 06668777)

Registered office Islington Mill, James Street, Salford, Greater Manchester, M3 5HW.