



Application Pack - Art Bytes Project Coordinator x 2

Introduction:

dot-art Services CIC would like to appoint two freelance Project Coordinators (one to cover the north and one the south of England) to facilitate and develop the new, national Art Bytes Programme. Applicants should have a background in arts and education, and experience of working independently, with multiple partners and on complex projects. The Project Coordinators will be responsible for the recruitment of schools, the day-to-day management and delivery of the online programme and act as main point of contact for all involved, including teachers, partner organisations and supporters.

The successful candidates will be highly organised, with excellent communication skills and great attention to detail. Experience of working in arts education and having great contacts in the wider education sector are a must. Knowledge of current issues and initiatives within arts education (both primary and secondary) as well as the National Curriculum is highly desirable.

These will be freelance contracts, 2 days a week (term time only) for 18 months from February 2021 (with the possibility of extension), with a fee of £19,000 pro rata.

To apply, [complete this form](#).

Deadline for applications: 9am, Monday 18th January 2021.
Interviews will take place via Zoom on Monday 25th January.



Background:

dot-art Schools is an online, interactive, inter-school art competition, culminating in a gallery exhibition and prize giving event.

From 2012-2020 the **dot-art Schools** programme has raised the creative education profile of almost **500 schools** in the North West of England and supported them to achieve Artsmark and meet OFSTED targets. Since inception, the competition has engaged with over **8000 students**, in addition to supporting over 400 teachers to improve the quality of pupils' art experiences.

We are enormously proud of the impact dot-art Schools has had on increasing pupil's confidence in their own artistic ability, and the contribution the competition has made to the creative skills agenda by championing the importance of creative skills for future employment. With the creation of **Art Bytes**, our ambition is to make dot-art Schools a **national competition** so that all pupils have the opportunity to participate in a programme that is proven to raise pupil's aspirations and self-esteem, improve creative confidence; and break down barriers to families engaging with cultural spaces.

The education sector needs positive disruption. Using Education Technology, (**EdTech**) we have futureproofed the dot-art Schools competition by developing a digital tool that blends art with technology, promotes the integration of divergent skillsets and offers an alternative to traditional art education in school.

Art Bytes will give us the opportunity to expand our reach beyond the North West, maximise our impact across geographic and demographic boundaries, and celebrate and showcase visual arts excellence in schools across the country. With the number of children with **mental health** issues growing, the **decline in creative subjects** ever-increasing and the **creative skills gap** in the employment market ever-expanding, the need for innovation in education has never been so fundamental.

Art Bytes is a fun and innovative solution to this challenge. It will inspire the next generation of creatives and promote positive mental health and wellbeing amongst our children.

The Programme:

Art Bytes is an EdTech programme that integrates art with technology and redefines traditional art education. Art Bytes will adopt the same operational model as the dot-art Schools competition but with a virtual gallery standing in place of the current end of year physical exhibition. Designed with creative immersive technology specialists, Art Bytes utilises a bespoke, immersive, virtual gallery incorporating augmented reality elements to give our young participants the opportunity to see their art exhibited online in a cutting-edge virtual gallery and engage with new technology, from the safety and convenience of their own home or school. It will also allow children and young people to see galleries as places "for them" and encourage future cultural engagement.

The Art Bytes competition will culminate in the broadcasting of a pre-recorded winner's



announcement which will be available to schools to stream in the classroom or assemblies. The winner's announcement will also be broadcast at high-profile cultural venues in each of the nine regions of England. The venues will host a prizegiving event where the prizes will be presented by respected artists and arts professionals with local schools in attendance. Following this the virtual gallery will go live with the winner's artwork available for the public to view.

Job Description:

Job Title:	Project Coordinator, Art Bytes (Freelance)
Salary / Fees:	£19,000 pro rata, (2 days per week, term time only / 42 weeks / 84 days @ £73 per day). There will also be an allowance for travel expenses. The successful applicant will be responsible for their own PAYE / NI.
Hours:	Part Time (2 days per week, flexible)
Contract Length:	Fixed Term 18 months from February 2021 (possibility of extension)
Location:	Home
Responsible to:	Managing Director
Reporting to:	Project Manager

Job Purpose

To coordinate all aspects of the Art Bytes Programme in either the North (North East, Yorkshire and Humber, East Midlands and West Midlands) or South (East, South East, South West and Greater London), ensuring its smooth operation, significant growth and sustainability. As a new role within a new project, this will involve building and successfully maintaining relationships with large numbers of schools across your area and, alongside the Project Manager, ensuring that each stage of the program is monitored, evaluated and successfully executed.

Main Duties

Project Development

- To maintain a database of all primary and secondary schools in your area of England.
- To make contact with schools in your area of England using existing networks, partners, and direct contact, in order to recruit to the programme.
- To attend and / or present at relevant network meetings, events and conferences to



increase the profile of Art Bytes and encourage recruitment.

- To visit schools where necessary, with the aim of signing them up to the programme.
- To build mutually beneficial relationships with our partner venues.

Project Management

- To act as first point of contact for those schools currently taking part in the programme and address any issues / answer any questions in a timely and comprehensive manner.
- To keep accurate and comprehensive records of activity and progress.
- To update and maintain the project website, with support from the Project Manager (full training will be given if necessary).
- To plan, manage and implement, with support from the Project Manager, the virtual exhibition of student work in June 2022.
- To plan, manage and implement, with support from the Project Manager, the four celebration events in your area at partner venues, in June 2022.
- To promote, publicise and otherwise generate interest in the exhibition to ensure pupils' work is seen by as wide an audience as possible.
- To be responsible for ensuring that the project is on track and devise the time-line ensuring we are meeting all deadlines.

Operational/Other

- To help promotion and marketing of the project with project partners.
- To contribute to the social media accounts of Art Bytes.
- To represent the organisation as and when required.
- To undertake other duties as may be reasonably required within the general terms of this Job Description.

Please note: The post holder will be subject a DBS check. 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.

Person Specification:

Essential

- Educated to A Level.
- Experience of managing multi-agency/partnership projects, ideally within the arts.
- Excellent contacts within the education sector.
- Proven ability to work on own initiative and as part of a small team.
- Excellent organisational skills, self-motivation and the ability to manage a diverse workload in an evolving environment.



- Commitment to engaging with young people through the arts.
- Experience of promotion and marketing for creative programmes and events.
- Excellent written and verbal communications skills.
- Excellent IT skills and PC literacy including a working knowledge of Dropbox, Outlook and Office.
- A genuine interest in the both the arts and education.
- A confident and outgoing personality.

Desirable

- Educated to degree level.
- Experience of working within the education sector.
- Knowledge and understanding of the National Curriculum.
- Knowledge and understanding of the Artsmark and Arts Award schemes.
- Working knowledge of Wordpress.
- Experience managing social media accounts.
- Experience of using Hubspot or similar CRM system.
- A current valid driving licence and the use of a vehicle.
- Demonstrable understanding of relevant Health & Safety, Equal Opportunities, safeguarding and best practice.

To Apply:

[Complete this form.](#)

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