Arts Programme Coordinator

British Council Scotland is looking for an Arts Programme Coordinator to support the delivery and planning of upcoming delegate programmes

Start date: December 2021
Contract Value: £7,200 (based on 48 days work at £150 per day (e.g. three days a week from December 2021 to March 2022)
Contract Duration: December 2021 – March 2022, with possibility of extension
Location: Flexible, with home-working and hot-desking option in British Council Scotland, Waverley Gate, Edinburgh
Application Deadline: Sunday 14 November

To apply please send a CV and application letter outlining your suitability for this role, to Laura Iskakova at Laura.Iskakova1@britishcouncil.org.

About the British Council

The British Council is the UK’s international organisation for cultural relations and educational opportunities. We build connections, understanding and trust between people in the UK and other countries through arts and culture, education and the English language. Last year we reached over 80 million people directly and 791 million people overall including online, and through broadcasts and publications. Founded in 1934 we are a UK charity governed by Royal Charter and a UK public body. We receive a 15 per cent core funding grant from the UK government.

Our Work in Arts

British Council Scotland is committed to showcasing the rich, diverse wealth of Scottish arts and cultural talent to the world, fostering partnerships and collaboration with international audiences and enabling artistic exchange. One of the ways we do this is by supporting delegations of global cultural professionals to come to Scotland to attend major cultural events.

In the upcoming months we plan to invite guests to Celtic Connections, the largest roots music festival in Europe and the UK’s most established celebration of world, traditional and folk music; and Sonica Glasgow, an award winning 11-day biennial festival, dedicated to world-class visual sonic arts, presenting exceptional international artists alongside UK talent. We are also working with our partners at Festivals Edinburgh and Creative Scotland to deliver the next edition of the Momentum programme.

www.britishcouncil.org
**Momentum** is a delegate programme, based in Edinburgh, which runs for the month of August. It provides a dynamic platform for key cultural players from across the world to engage and build relationships with the world’s leading Festival City, the wider Scottish cultural sector, and the international community that flocks to Edinburgh during the peak Festival season.

**Job purpose**

British Council Scotland wish to recruit a talented, organised and effective Programme Coordinator to join the Arts team in Scotland. The successful candidate will be expected to efficiently assist the Arts Manager in ensuring all delegates receive the highest possible standards of customer care and logistical support.

**Responsibilities**

**DELEGATIONS PLANNING:**

- To monitor and track progress of confirmed & non-confirmed delegates
- To lead on planning (invitation and subsequent correspondence, logistics) for delegations and non-official groups (acting as a dedicated point of contact);
- To lead on managing and updating the programme’s online database system, providing adequate information required for the delegates in advance;
- To lead, monitor and track the agreed accommodation budget expenditure;
- To monitor and track delegate arrival/departure schedules arranging: logistics for meet & greet (including airport pick up, hotel check in and initial orientation/welcome) and departures (hotel check out & airport travel);
- To assist with supporting visa documentation requests from delegates;
- To liaise with the Project Officer on all procurement on SAP finance system (purchase orders, account monitoring, etc.) relating to relevant expenditure;
- Supporting hosting of delegations - briefing, greeting, accompanying, advising and providing delegates with relevant information throughout their stay in Scotland;
- Any other duties required to support the Arts Manager.

**DELEGATE ACCOMMODATION**

- To manage existing hotel capacity against forecast of accommodation requirements and subsequent confirmations;
- To assist self-funded delegates to procure suitable accommodation;
- To manage relationships with all accommodation providers (flats and hotels);
- To provide hotels with updated rooming lists and delegate requirements;
- To manage accommodation cancellation deadlines;
- To input individual delegate accommodation arrangement details onto to online database.

[www.britishcouncil.org](http://www.britishcouncil.org)
Key Relationships:

Internal

– British Council Scotland Arts team & Momentum staff team
– British Council Arts Advisors & British Council Arts Global Network

External

– Key partners (Creative Scotland and Festivals Edinburgh)
– Scottish arts & cultural sector;

Person Specification

– At least 3 years recent project/event coordination and /or management;
– Proven ability to develop and manage relationships with partners and stakeholders;
– Excellent communication, customer service and people skills;
– Sensitivity to cultural differences and o how they can influence international relations;
– Excellent data management skills and good understanding of digital tools;
– Excellent organisational skills and ability to manage time effectively;
– Experience of managing customer enquiries within the arts or related field;
– Experience of working in a fast-paced events or (arts) festival environment.

Experience

– Experience in Arts Administration at coordination/management level [essential]
– Knowledge of the arts sector in Scotland [essential]
– Experience of working with international partners/delegates [desirable]