

Recruitment Pack

Coordinator, Meet Me at...





Title: Coordinator, Meet Me At...

Responsible to: MMA Producer (MMA programme partners Entelechy Arts will input into the direction of the role)

Responsible for: Freelancers, placements/interns (with dotted line to artists and programme managers in Entelechy Arts)

Key Contacts: Albany creative, production, marketing, and development teams, Entelechy Arts Director, Relationships and Access Manager, General Manager and Associate Artists

Salary: £24-26,000 pro rata, per annum depending on experience.

Contract: Fixed Term for 12 months, with an option to review dependent on funding

Hours: 0.4 fte (16 hours a week) Additional hours may be available by mutual agreement, dependent on funding

Benefits: 22 days pro rata leave per annum (plus Bank Holidays), stakeholder pension, complimentary tickets to Albany performances, Albany café discount, access to interest free season tickets and bike loans



How to Apply

Applications must be submitted via the online platform below by Monday, 10 May 2021
<https://thealbanynew.livevacancies.co.uk/>

For more information about the Albany please visit our website www.thealbany.org.uk.
If you have any access needs in relation to your application and interview then please let us know.

Recruitment contact: Ceri Payne, The Albany, Douglas Way Deptford, SE8 4AG
T 020 8692 0231 ext.206; E vacancies@thealbany.org.uk

Our Hiring Policy

The Albany aims to encourage a culture where people can be themselves and be valued for their strengths and we want our team to represent the same diversity of audiences and artists we welcome into our venues every day. We are keen to hear from a diverse range of candidates from all backgrounds drawing on different perspectives, experience and knowledge. We particularly want to encourage people who have lived experience of the Black and ethnically diverse communities we serve. The Albany will offer an interview to anyone who identifies as a D/deaf or disabled person who meets the essential criteria.

Recruitment during the COVID-19 Pandemic

At the Albany we have undertaken comprehensive safety measures in order to keep audiences, visitors, staff and artists safe and are pleased to share we were also awarded the See it Safely Mark. The mark certifies that we are complying with the latest Government and industry COVID-19 guidelines, to ensure the safety of our staff and audiences.

Is it possible to apply for a role and work from home?

Our buildings and offices are open for staff who cannot work from home. At the present time, some of the Albany Staff are working from home due to the challenges of COVID-19. As with many organisations, this has changed the way we view working from home. If you wish to work from home or remotely for part of the week will consider this on a case-by-case basis.

I have caring responsibilities or other personal circumstances that impact on my availability. Can you be flexible?

Yes. We have a dynamic and flexible internal culture that gives employees control over the way they work and supports wellbeing. We will be as flexible as we possibly can be in terms of supporting staff to balance their work and their personal lives. Some of our roles ask staff members to work at evenings or weekends, for example attending events or meetings. If this is a challenge for you, please do not be put off from applying for the role. We are keen to have a conversation to find practical solutions to meet candidates' own situations whilst meeting the needs of the organisation.

Will I have to travel into central London for an interview?

For the duration of the COVID-19 pandemic, we plan to conduct first interviews via Zoom.

About Entelechy Arts

Entelechy Arts is a charity based in Lewisham, South East London. We produce projects which powerfully test the boundaries between art, creativity, care, wellbeing and community.

We produce vibrant and important cultural programmes, created by and for the communities we work with, namely isolated older people, those living with profound and multiple disabilities, and those living in care home environments, enabling them to play an active and visible role in the creative life of their community.

Our programmes are often developed in partnership with organisations from across the arts, health and care industries on a local and national level.

We work with a pioneering and diverse range of artists across all art forms, who collaborate with our communities to meet, celebrate, and experience each other and the world. We believe in the creative power of the individual, and that everyone should have the opportunity to contribute to the creative life of their local community. This richness in sharing stories and experiences of those who can often feel underrepresented, encourages stronger communities, changes perceptions, and ultimately helps people live healthier, happier and more connected lives.

www.entelechyarts.org



About the Albany

Based in the heart of Deptford, the Albany is a performing arts centre that exists to inspire, develop and support creativity in South East London. With year-round activities and events including award-winning programmes for young creatives and adults over 60, music, theatre, spoken word and family performance, the Albany is led by the talent and imagination of its local community.

With four performance spaces and a range of rehearsal spaces, meeting rooms and offices for community and creative businesses, the Albany is underpinned by a commitment to collaboration and artistic excellence. Last year over 80,000 people attended performances or took part in projects at the Albany, and a further 100,000 attended community events.

The Albany has 26 resident organisations based in the building, and manages and programmes Deptford Lounge and Canada Water Theatre on behalf of Lewisham and Southwark Councils. It is co-lead of the national Future Arts Centres network and lead partner of the Family Arts Campaign.

In September 2020, the Albany was appointed Lead Delivery Partner for London Borough of Culture 2022 in Lewisham. We will take lead responsibility for key strands of the programme and work closely with the team at Lewisham Council on the overall direction of the year.



About Meet Me At...

In 2013 Entelechy Arts and the Albany established an all-day arts club for isolated older people, Meet Me at the Albany. One day a week for fifty weeks a year formerly lonely people work alongside artists and have the opportunity to uncover the artist within themselves.

The programme has grown significantly in recent years to include a 3-year Celebrating Age programme with Lewisham Homes, a film club, the continued growth of the Meet Me Choir, and most recently the launch of a weekly radio show broadcast on Resonance FM Meet Me on the Radio. In 2017 Meet Me At (MMA) won the first Hearts for the Arts Award for the best local authority backed project in the UK supporting community cohesion, and it was the inspiration for 2019's Age Against the Machine festival, the recipient of the Mayor of London's Cultural Impact Award.

All activity is currently taking place with members and volunteers accessing from their own homes via the phone, meeting in creative 'clusters' with artists and peers, and via post, supported by a network of volunteer-led deliveries. We expect to come back into physical spaces at some point in 2021 but this will be a gradual transition.

The development of the programme has been made possible by the continued partnership with London Borough of Lewisham and new support from the Sobell Foundation, Garfield Weston, City Bridge Trust, and Arts Council England. The project maintains strong links with key academic partners at Queen Mary University and Goldsmiths College as the subject of tailor-made research and evaluation projects.



The objectives of the programme are:

- To establish creative clusters of frail and isolated elders living in and around Lewisham, enabling people to build new relationships through the shared engagement of arts activities
- To develop an arts skills development programme for active and frail and isolated elders
- To identify and support emerging older artists to contribute to the development of arts programming for their peers and wider communities in south east London
- To use the engagement in arts practice to bring new purpose and meaning to the lives of socially isolated elders (particularly with consideration of the impact of the pandemic), creating contexts for people to have their life experiences valued and recognised
- To enable younger old people and others to actively support the social and creative engagement of older and more isolated peers, whilst benefiting from the programme themselves



Purpose of the post

The post holder will support the MMA team to deliver high quality creative arts programme.

The post sits between the Albany's and Entelechy Arts' creative/artistic teams with the ambition of a cross-over of resources, skills, participants, artists and opportunities amongst its broader programmes of events and creative projects. As contractual employer, the post is directly line-managed by the Albany with the addition of hands-on leadership from Entelechy Arts.



Job Description

This job description is a guide to the nature of the work. It is not wholly comprehensive or restrictive and may be reviewed as required; other responsibilities may be added depending on experience and need.

Main duties of the post

- To provide support across MMA activity strands, both at the Albany and offsite locations, and Meet Me on the Radio and all 'clusters' activity in the Albany
- To support the attendance and wellbeing of older people as participants, artists and volunteers.
- To support the administration and day to day delivery of Meet Me programme of activity, including the remote clusters programme and transition back to in-person activities.
- To support the MMA Producer in general duties (fundraising, volunteer administration, marketing and PR, partnerships etc.) towards the ongoing development of Meet Me at the Albany.
- To event manage on Meet Me at the Albany Days, liaising with key Albany staff in Operations, Catering and Production in the run up to, and delivery of, the weekly activities at the Albany
- Ensuring that event plans and space requirements are inputted to Artifax and that updates are communicated to relevant parties
- Where required, attending internal operational and planning meetings to keep Albany staff up to date with project plans and developments
- Supporting the coordination of artists on the ground – being a point of contact where the MMA producer is unable to attend.
- Initiating the collection of media, written material and case studies to inform ongoing project marketing and PR
- Maintaining light contact with regular participants between sessions to promote attendance – checking travel plans, and their general well-being

- Supporting the ongoing referral and self-referral of participants, managing enrolment and updating personal information as required
- Managing the project's relationship with the Community Transport team and keeping other regular providers of transport up to date with plans and day schedules
- To work with the Volunteer Coordinator in the recruitment and induction of new volunteers as required
- Supporting good practice in data collection, informing methodology and contributing to the creation of project reports
- Supporting the MMA Producer in ensuring good Safeguarding procedures are put into practice and that the safety and well-being of all participants, and project staff is kept a priority
- Supporting the MMA Producer with event/artistic planning particularly creating accessible and safe spaces writing risk assessments and supporting planning as the programme transitions back to in-person following the pandemic.
- Attending training sessions and industry-related sessions, where required and made available

To support with any well-being matters that may arise, ensuring pathways to other services and social care teams are live and relevant to the needs of the participants

- To operate within the Safeguarding policies for MMA activity in the Albany, ensuring policies and procedures are kept up to date and suitable for the needs of the project, including organising relevant training where required
- Support the aims and objectives of the Albany both, internally and externally, exemplifying the values of the organisation and good practice
- Work within the Albany's Health & Safety, Environmental Sustainability, Equality and Diversity, Data Protection and Safeguarding policies
- Any other duties as required and as necessary in line with the ambitions and objectives of the project

Person specification

Essential

- Experience of working with vulnerable people within a creative, community or social setting
- Excellent administrative skills (including MS Office, database software and social/digital media)
- Excellent interpersonal and communication skills
- Excellent time management and organisational skills, to include operational and logistical planning
- Experience of cash-handling
- A personable and approachable manner
- An acute sensitivity to and awareness of the needs of others
- The ability to act upon and work with own intuition
- A demonstrable understanding of the principles of Safeguarding and Social Care
- An understanding of financial administration
- Availability to work on Tuesdays
- An enthusiasm for the aims of the project and the Albany's and Entelechy Arts' artistic vision and objectives

Desirable

- Experience of working with older people in a creative, community or social setting
- Experience of producing or running participatory projects or events
- Experience of working with volunteers
- Experience of working with artists
- Knowledge of conflict resolution
- Knowledge of Artifax and Spektrix software systems

