



LOTTERY FUNDED

Background

Harlow Art Trust (HAT) was formed in 1953 with the intention of beautifying the town of Harlow, Essex, by purchasing, commissioning and maintaining public art for its publics. The collection has since grown to over 90 sculptures, and includes work by Henry Moore, Barbara Hepworth, Elisabeth Frink and Lynn Chadwick. Today, the Trust's overarching aim is to cement Harlow, one of the original post war new towns located between London and Cambridge, as the UK **Sculpture Town**.

HAT has recently secured funding from the Heritage Lottery Fund to deliver Access Harlow Sculpture Town, an ambitious new project marking the 10th anniversary of Harlow's Sculpture Town status. The project involves the conservation for 18 vulnerable works in the collection, and the development and delivery of a learning and engagement programme for young people, residents, visitors and arts and heritage professionals.

We are now looking for a Project Coordinator to co-curate, schedule, deliver and evaluate a wide range of activities and events in line with the agreed Access Harlow Sculpture Town project plan.

Project Coordinator job description

Responsible to: Artistic Director, Harlow Art Trust and The Chair of Trustees.

The successful candidate will be able to demonstrate:

Personal qualities

- Relationship-motivated, with the confidence, desire and ability to engage and enthuse a wide range of people, including the public, volunteers, project partners, contractors and HAT colleagues
- Strong self-motivation and ability to manage own time effectively
- Interest in the visual arts, Harlow Art Trust, its activities, collection and cultural heritage

Experience

- Experience of working as part of a team to co-ordinate events
- Experience of successful project delivery on time and within budget

Knowledge and Skills

- Strong organisational and administrative skills, including project monitoring and evaluation.
- Good communication skills, both written and verbal

- Good computer skills
- Accuracy and attention to detail

Main tasks:

- Working closely with conservators to deliver the programme of conservation, and create and maintain a database recording the works, their progress, and completion
- Recruiting and appointing 12 volunteer Sculpture Guardians
- Planning and coordinating training sessions as well as on-site conservation days when works are taking place
- To create learning resources for 'Harlow Sculpture Week' in autumn 2019 and publicise the opportunity for schools to get involved ahead of time
- Liaising with schools to ensure delivery of Harlow Sculpture Week
- Gathering and collating feedback from schools, residents, volunteers and visitors, as well as images, and online and social media statistics. This activity will form a major part of the evaluation and the final reports for funding partners
- Coordinating activity with the development of the new interactive Sculpture Town app, ensuring delivery of the product by summer 2019
- To be a link between the Friends of Harlow Sculpture and the Gibberd Gallery (FoHSGG) by providing updates for the Friends meetings and maintaining dialogue regarding the schedule of events for conservation
- To undertake such other duties as appropriate to the post as may be required from time to time by the Artistic Director.

In addition

All Harlow Art Trust staff are expected to:

- Meet with the team on a regular basis to discuss progress and plan future tasks and workload
- Remain people focused and recognise the diverse nature of the community, with an emphasis on inclusion and access
- Help drive an open culture of continuous improvement and innovation.
- Operate safely in the workplace, observing Health and Safety Guidelines
- Observe organisational practices regarding Equal Opportunities, Codes of Conduct, and staff development.

Key working relationships: Harlow Art Trust Chairman and the Trustees, the Artistic Director of Harlow Art Trust, Access Harlow Sculpture Town project partners, volunteers, members of the general public, Friends of Harlow Sculpture and Gibberd Gallery group, local schools and contractors.

Terms and conditions: The Project Coordinator will be based in the Gibberd Gallery 2 days per week on a freelance basis until February 2020. They will be paid at the rate on £10 per hour.

How to apply:

To apply please send a pdf of your CV and a cover letter to kate@harlowarttrust.org.uk. The deadline for applications is 23:59 on Monday 24th September.