

ARTIST DEVELOPMENT CO-ORDINATOR BRIEF

We are seeking to appoint a freelance **Artist Development Co-ordinator** to lead on the development and delivery of our offer to artists, theatre makers and arts professionals over the next six months.

Brief

Oldham Coliseum Theatre (Ltd) is looking for a freelance **Artist Development Co-ordinator** to support the delivery of its activity over the next six months. This includes the following (not exclusively):

- Support the development of OCT Artist Development strategy with the interim CEO
- Review of current OCT Artist Development programmes
- Establish targets and key performance indicators for OCT's Artist Development programmes
- Updating and management of Artist Development databases
- Programming and co-ordination of monthly [Culture and Chips](#) sessions (September 24 to March 25)
- Creation of a regular newsletter including OCT, regional and national development Opportunities
- Working with the Marketing Team to ensure effective promotion and sign up to Artist Development offers
- Co-ordination and development of the OCT's Bursary Programme
- Programming and development of Artist Development workshops
- Monitoring, evaluation and documentation of artist development activities
- Mapping of Greater Manchester's talent development offer
- Mapping of national and regional theatre's talent development offer

Other

- Maintain the confidentiality of all affairs of the Coliseum that should properly remain confidential
- Be an effective representative of the Coliseum in all situations, demonstrating the highest level of customer care and promoting the theatre's work and charitable objectives
- Work in the best interests of the Coliseum and in accordance with company policies such as but not limited to equal opportunities, health and safety, safeguarding and IT

This brief will be supported with access to a General Assistant.

Terms and conditions:

Terms: Freelance contract (five months from October 24 – March 25)

Hours: Negotiable, initially estimated at 1 day per week plus events

Fee: £6000

We want to create a community where everyone feels valued regardless of their background, identity or circumstances and are committed to equality and representation within our workforce. We would like to invite freelancers to express interest who are currently under-represented in sector.