

Book Works
19 Holywell Row
London EC2A 4JB
www.bookworks.org.uk

November 2016

Dear Applicant

Catalyst Evolve Project Coordinator for Book Works
Deadline for applications: 28 November 2016
Interviews 14 December 2016
Start date: week starting 9 January 2017

Thank you for your enquiry about the Project Coordinator position at Book Works.

Please fill in the application form including a short outline of why you think you'd be suited to this job, and what skills and experience you could bring to it (500 words maximum), and post your application together with your CV and equal opportunities form to Jane Rolo, Book Works, 19 Holywell Row, London EC2A 4JB (ref Project Coordinator)

We can only accept applications sent as hard copy. No emails please.

We will let you know if you have been shortlisted, and will be interviewing successful candidates on 14 December 2016 at Book Works.

Due to the anticipated volume of applicants we will not contact you unless you have been shortlisted, so if you do not hear back from us please assume you have not been successful on this occasion.

Please contact jane@bookworks.org.uk if you need any further information

Best wishes

Jane Rolo
Director, Book Works

Catalyst Evolve Project Coordinator for Book Works

Book Works have just received a Catalyst Evolve Award from Arts Council England (ACE) to enable us to diversify our funding streams, particularly to seek out new supporters, trusts and foundations, through crowdfunding initiatives, special events, and networking, alongside our programme of artists' commissions. ACE will match fund any money we raise, pound by pound, up to £70,000 over the next 3 years (August 2016 – July 2019).

Book Works has a Catalyst Development team made up of Book Works staff and trustees focused on developing our new integrated fundraising strategy as well as how we promote Book Works to potential supporters and new audiences.

We are looking for a project coordinator to help us launch our new fundraising initiative, to coordinate this scheme and to provide administrative support for Book Works Catalyst Development team.

Job Description

This job will offer an opportunity to work as part of our team here at Book Works, and would be suitable for someone who already has some experience of fundraising in the arts sector, and who would like to support the development of small arts organisation.

You will:

- Work closely with our Directors - Jane Rolo and Rob Hadrill; Editorial and Marketing Development Manager Gavin Overall, as well as our Catalyst Development team chaired by Reema Khan (trustee) who will be meeting regularly to develop this project.
- You will manage information input and updates in our Supporters' database and assist us in the development of the database itself.
- You will help manage and develop relationships with potential funders.
- Coordinate communications, including news and event updates, with existing supporters.
- Assist with promotional brochures, mail-outs, social media networks, as well as helping with crowdfunding campaigns and special fundraising events such as raffles, auctions etc.
- Attend all relevant meetings, take minutes and circulate updates as necessary, co-ordinating actions and targets decided on.
- Have the opportunity to join some of our specialist training sessions at Book Works.

Person Specification

Essential

- We need someone who has fundraising experience in the arts sector.
- Someone who is highly self-motivated and organised, confident of working on their own, but also as part of a team.
- Someone who has arts administrative/marketing experience, including working across social media platforms, is essential.
- The ability to manage database systems, has good communication skills and an interest in development and fundraising in arts organisations.
- We are looking for someone who has a good general knowledge of contemporary visual arts.

Desirable

- Someone who has interest in contemporary/independent art book publishing.
- Experience of how supporters' schemes work for charities would be advantageous.

Terms and conditions

Fixed term contract Jan 2017 – August 2019

To start 9 January 2017

1 day per week subject to contract and negotiation/or freelance terms to be agreed.

Salary £5,600 (£28,000 pro rata)

Place of work: Book Works, 19 Holywell Row, London EC2A 4JB

Normal working hours 10am-6pm, including one hour paid lunch break, although there may be additional days as necessary by agreement. 6 days paid holiday (inclusive of bank and public holidays), probationary period of 3 months. All terms are subject to contract, flexible working hours considered.

(Some work may be done out of the office, but regular contact with Book Works team will also be necessary).

Book Works Application Form
Editorial and Marketing Assistant
Name
Address and postcode
Telephone
Email
Date of Birth
Are you self-employed? Yes/No
If no give details of your current/last employer
Please supply names and address of two referees:
One should be your present/most recent employer (if appropriate)
Name
Position
Address and email/telephone
Name
Position
Address and email/telephone
Should you be short-listed, do you have any objection to references being obtained prior to interview? Yes/No
Reference/Catalyst Evolve Project Coordinator/Nov 2016

Equality Monitoring Form

Book Works is committed to be an equal opportunities organisation and practices an equality policy aimed at promoting opportunity and access irrespective of identity based on race, colour, nationality, ethnic or national origins, gender, sexual orientation, age, disability, religious beliefs, or socio-economic background.

As part of this policy, the following details are collated for monitoring purposes as part of our funding agreement with Arts Council England. We would be grateful for your assistance in completing and returning this form, which will be held independently from your application and kept in strictest confidence.

Context
Please give us the reason for your contact with Book Works e.g. board member, contract of employment, job application, artist's proposal, artist's contract, workshop attendance etc

Gender
Male
Female
Prefer not to say

Sexual orientation
Do you have a sexual orientation you would like us to know about?

Age
0-19
20-34
35-49
50-64
65+
Not known/prefer not to say

Disability
Yes
No

Prefer not to say

Nationality

Ethnic Origin – please specify for example White – White British/Irish/Any other White background; Mixed/Dual Heritage – White and Black African/Asian, Any other Mixed background

White

Asian or British Asian

Black or British Black

Chinese

Mixed or Dual Heritage

Any other ethnic group

Not known/prefer not to say

Religion or Belief

Do you have a religion or belief you would like us to know about?

**Please return this form to:
Book Works, 19 Holywell Row, London EC2A 4JB**

Nov 2016/ref Project Coordinator job