

## Multiverse Organiser Job Description

0.6 FTE, 3 days (22.5 hours) per week  
£18,000 p/a (£30,000 pro rata)

Fixed term contract for 12 months

Application Deadline: 6pm, Sunday 17 October 2021

Interviews: 26 October 2021

As Multiverse Organiser you will work closely with Artist Curator Gavin Wade and Artist Maker Ruth Claxton to organise Eastside Projects and ensure that the gallery, our operations and multiple, overlapping offsite projects run smoothly.

This is a new role which we hope will significantly strengthen the organisation by freeing up capacity for Gavin and Ruth to develop and deliver projects, build networks and capitalise on opportunities. Though initially for 12 months, there is the potential to extend the contract beyond this time if we can secure funding.

If you have any questions around access needs please drop us an email on [info@eastsideprojects.org](mailto:info@eastsideprojects.org) or call 0121 771 1778. Or feel free to let us know what you need in your application.

### ABOUT EASTSIDE PROJECTS

Eastside Projects Makes Art Public. We aim to SURVIVE, SUPPORT, BE ATTENTIVE, CENTRE THE ARTIST and MAKE CIVIC SPACE by putting artists' practice at the centre of the life of our city. Find out more about our work by visiting [eastsideprojects.org](http://eastsideprojects.org) and checking out current and past programme as well as information in the About section.

Eastside Projects is an evolving process, a creative practice which is collectively imagined by our staff team, Advisory Board, EOP Thinkers, Cultural Citizens and the artists we work with. Find out more about what we do and who is involved [HERE](#).

### THE ROLE AND YOU

You will be practical and pragmatic and excited by the prospect of working in a dynamic, fast-moving artist led environment which thinks in public and is built on a culture of experimentation.

- \* We are looking for someone who is flexible and adaptable, good at anticipating and managing risk, thinking creatively around problems and

finding solutions if things look like they are going off track.

- \* You will be an excellent plate spinner, able to keep track of lots of things at once. You will have strong project management skills and experience of setting up robust (but not rigid) operational systems, scheduling and managing activity and workflows, collecting and collating data, reporting to funders, partners and other stakeholders, and contributing to funding bids.
- \* You will be comfortable with financial monitoring, tracking budgets, creating financial reports and reading and using spreadsheets.
- \* You also need to be a good communicator, able to work with and support a small but diverse team with different skillsets and life experiences and will be interested in helping us develop policies, working practices and processes which ensure Eastside Projects is an inclusive and equitable place to work.
- \* You will be up for getting your hands dirty – though this role will primarily be desk based sometimes you may have to step into a producing role, so you will also be happy to provide practical support if that’s what’s needed to get the job done.

We are committed to building an inclusive organisation - please read our Code of Conduct before applying. We are particularly interested in receiving applications from candidates who have Black, Asian or Global Majority heritage.

| ESSENTIAL  | DESIRABLE  |
|--|--|
| Experience of project coordination and management                                    | Experience of project coordination and management in an arts context   |
|  | Experience of producing high quality arts projects and working with artists  |
| Highly organised with excellent administrative, record keeping and reporting skills. | Experience of establishing monitoring systems to collect and collate data to inform project evaluation/reporting/organisational development. |
|  | Experience of producing or contributing to reports for funders, partners and other stakeholders.   |
| Ability to anticipate problems, think laterally and find creative solutions          | Experience of risk assessment  |
| Excellent IT skills  | Experience of using Google Workspace and/or establishing digital systems which support effective team working                                |

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| Confident with financials and able to use spreadsheets to manage, track and report on budgets  | Experience of running a small business   |
|  | Experience of working for an Arts Council England funded organisation  |
| Self-starter able to take the initiative and prioritise and manage own workload.   |  |
| Strong verbal and written communication skills and ability to build strong working relationships with staff, partners and stakeholders | Experience of creating a positive working culture and developing policies and processes which support wellbeing and personal and professional development. |
|  | Experience of managing staff   |
| Curious, open minded and interested in working in an experimental artist-led organisation  |  |
|  | Experience of managing and maintaining a building  |
|  | Full driving licence   |

## EMPLOYMENT TERMS

- \* The role is 0.6 FTE, 3 days (22.5 hours) per week on a one-year fixed term contract, which has the potential to be extended if funding is secured.
- \* £18,000 p/a (£30,000 pro rata)
- \* 30 days holiday per annum including bank holidays
- \* Probationary period of 3 months
- \* You will be based in the gallery at 86 Heath Mill Lane – there is the potential to work from home one day a week.

## HOW TO APPLY

Please send:

1. An up-to-date CV which includes your name, address and contact details
2. A covering letter of no longer than 2 sides of A4 or video/voice note of no longer than 5 minutes outlining your interest in the post and detailing how your experience meets the role's requirements.
3. Please also complete our Equal Opportunities Monitoring Form which you will find at <https://eastsideprojects.typeform.com/to/m0mau5yB>

Please submit your application by email to [jobs@eastsideprojects.org](mailto:jobs@eastsideprojects.org) and write 'Multiverse Organiser' in the subject heading.

**Closing date for applications:** 6pm, Sunday 17 October 2021

**Interviews** are planned for Tuesday 26 October 2021