

Wrexham Open 2018 Co-ordinator – Job Description

Hours:	160
Fee:	£2000
Deadline for applications:	09/07/2018
Interview date (week commencing):	16/07/2018
Start date:	23/07/2018
End date:	21/12/2018

Tŷ Pawb is seeking a coordinator for the forthcoming Wrexham Open exhibition.

The Wrexham Open is Wrexham's most inclusive exhibition and will this year be hosted jointly by Tŷ Pawb and Undegun.

The successful candidate will have a significant role in the implementation and delivery of the Wrexham Open project. The role will operate from announcement of submission period through to the exhibition and subsequent safe return of art work. The Coordinator will work in tandem with team members from Tŷ Pawb and Undegun, who will be hosting the exhibition collaboratively.

The role is an ideal platform for obtaining experience in a fast-paced arts environment.

Tŷ Pawb is a cultural community resource, bringing together arts and markets within the same footprint. This coexistence celebrates the significance of markets within Wrexham's cultural heritage and identity.

Based in the old People's Market building in the town centre, the new development is a space for dialogue around subjects including social and civic issues, the environment, health, cultural identity, sustainability and education.

Undegun is a multi-purpose creative space, supported by Leeds-based charity East Street Arts, that encourages the Wrexham community to get involved with the arts.

Undegun offers affordable studio space and performance space, as well as an array of unique gallery spaces. Since 2013 Undegun has welcomed an array of artists, musicians, dancers and film producers to exhibit, perform and record on site.

The ideal candidate will have a good understanding of how both Tŷ Pawb and Undegun operate.

Responsibilities:

- Responding to public enquires
- Social media management
- Logistical organisation of delivery of artworks
- Liaising with artists, technicians and other members of staff

Person Specification:

Essential:

- some previous experience in an administrative role
- knowledge, understanding and appreciation of multiple art practices
- good knowledge of local area
- good interpersonal skills

Desirable:

- welsh language
- degree level qualification in an arts related subject
- art handling

How to apply:

Please send an email to james.harper@wrexham.gov.uk with 'Wrexham Open Coordinator' as the subject and the following documents attached:

- Full CV
- Covering letter outlining why you are suitable for the role, referring to responsibilities and person specification, and elaborating on any experience listed in your CV (max 500 words).
- Minimum 2 references