



Culture Against Racism

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| Role: | Project Co-ordinator (freelance) |
| Responsible to: | Culture Against Racism Operations Group |
| Location: | Home/remote working or Desk at Dance City (Newcastle) |
| Fee: | £4,800 (This freelance fee is based on two days per week for 16 weeks at a day rate of £150 per day.) |
| Start date: | As soon as possible |
| Length of contract: | 32 days over 16 weeks initially (with a view to extending if future funding is secured) |

About Culture Against Racism:

Culture Against Racism is a collaborative network of individuals and organisations committed to creating an anti-racist culture, and creative sector, in the North East of England.

In June 2020, Culture Against Racism emerged when the cultural sector of the North East of England initiated a statement denouncing racism and seeking to bring about a collective change in thinking and action as organisations and individuals. Since this date, over 100 organisations and individuals added their signature to the statement and are currently in the process of making pledges outlining the steps and actions that they will put in place to bring about real change.

Culture Against Racism has four purposes:

- To centre the experiences of people who experience racism in the cultural and creative sectors in the North East of England
- To create and hold space for members (signatories) to listen, learn, share and develop actions to stop institutional racism
- To support members (signatories) to make a public commitment to taking anti-racist action, and to hold each other accountable for these commitments.
- To collaborate in developing resources and examples of best practice to support members to take anti-racist action.

In support of achieving the above aims, Culture Against Racism has held a Town Hall meeting and a series of anti-racist workshops for individuals and cultural organisations, as well as advocating for change with Policy Makers including Arts Council England. Future activities will include two further Town Halls (including one

specifically for individuals who have experienced racism), socials and pledge workshops.

The Project Co-ordinator will play a vital role in the day-to-day operations of Culture Against Racism, providing much needed capacity to enable the Operations Group to focus upon advancing the longer term strategy and structure of Culture Against Racism.

Main duties and responsibilities of role:

- Work closely with the Culture Against Racism Operations Group as it outlines its longer term strategy and ambitions to create an anti-racist culture and creative sector in the North East of England and beyond.
- Schedule and arrange Culture Against Racism Operations Group meetings (currently via Zoom). This will include scheduling and confirming meeting dates, managing attendance/apologies, arranging any access support, agreeing and circulating agendas/papers, and minute/note taking.
- Be the first point of contact for Culture Against Racism members (signatories) providing updates, support and guidance as required.
- Organise upcoming Culture Against Racism events and activities, including scheduling, planning and logistics, staffing, managing booking processes, communication activities, facilitation and gathering and analysing feedback post-event.
- Be the main point and provide guidance to the current Culture Against Racism fundraising, recruitment and website working groups and establish two additional working groups in accessibility and social media communications.
- Oversee the Culture Against Racism email account, ensuring queries and correspondence are actioned in a timely manner.
- Ensure processes are in place to allow the collection of data for monitoring and reporting on Culture Against Racism's key purposes and objective.
- Support the budget holder (Culture Against Racism Operations Group and Gem Arts) with budget and cashflow management and reconciliation.
- Co-ordinate regular e-mail communications campaigns (currently via Mailchimp) with subscribers to the Culture Against Racism e-newsletter.
- Signpost relevant information, resources and activities to members.
- Filing and other administrative tasks.

Culture Against Racism is an evolving project and the list above is indicative rather than comprehensive. Flexibility will be required as the project continues to evolve.

Experience, Skills and Abilities:

Essential:

- Advocate of anti-racist practices and actions
- The ability to work with a range of individuals and organisations, displaying empathy, sensitivity and understanding
- Strong administrative and co-ordination skills
- Strong collaborative skills
- Excellent organisational skills

- Excellent communication skills (written, oral and visual)
- Experience in planning and delivering events
- Digital skills: use of cloud-based office systems, social media and knowledge of website management

Desirable:

- Experience of budget management
- Understanding of the culture and creative sector in the North East of England

We welcome applications from people whose identities are currently under-represented in the North East of England cultural and creative sector and particularly applications from those with direct experience of receiving, resisting and challenging racism.

Terms:

A fee of £4,800 is available. This fee is based on two days per week for 16 weeks at a day rate of £150. The exact days/hours will be agreed in consultation with the successful applicant upon appointment.

Freelance contract or PAYE for service managed by Dance City on behalf of Culture Against Racism.

How to Apply:

To be considered for this role, please return the following to philippa.mcardle@dancecity.co.uk:

- A CV with a covering letter which highlight your experience and suitability
- A completed monitoring form

Alternatively, you can apply by submitting a video or audio recording answering the questions in the application form.

If you have access requirements and need support with the application process, please contact philippa.mcardle@dancecity.co.uk.

Deadline for applications: Monday 14th June 2021 at 5pm

All applications received by the deadline will be considered by a panel consisting of members of the Culture Against Racism Group.

We will notify all applicants of the outcome of their application. However, we will not be able to offer any feedback on unsuccessful applications at this stage.

Shortlisted applicants will be invited to an interview with members of the Culture Against Racism Operations Group on: 21st June. Feedback will be provided to unsuccessful applications at this stage.