

J U K E B O X

C O L L E C T I V E

Job Title	Project Coordinator
Department	<i>Jukebox Collective</i>
Reports to	<i>Artistic Director & Strategic Director</i>
Rate	<i>To be discussed with applicant</i>
Contract	<i>Freelance / Project Based</i>
Location	<i>Remote and at our office in Butetown Community Centre 40 Loudoun Square, Cardiff CF10 5UZ</i>

JOB CONTEXT

We are a community-rooted, youth-led collective nurturing tomorrow's creative voices. We do this through our multidisciplinary classes, academy and creative agency where we specialise in artist management, casting, curation & consultancy.

We are looking for a **Project Coordinator** to join our team to coordinate multiple projects as part of our 'Connect & Flourish' fund. Projects include; producing digital campaigns, a series of creative workshops and an immersive event.

You should have a background in or interest of events and project management and be able to work alone as well as be a key member of a small team. You will have the ability to organise multiple projects simultaneously, coordinating specific details, information and requirements to strict deadlines.

RESPONSIBILITIES

Producing

- Support to produce our 'connect & flourish' projects and events which include; producing a digital marketing campaign, producing a series of up-skilling workshops and producing a large scale cultural event in Wales.
- Coordinate production from ideation to delivery with a keen eye on budgets and schedules.
- Develop timelines and project plans.
- Liaise with external companies, freelancers to track progress of projects.
- Internal budget management

Project Coordination

- Coordinating hybrid digital and in-person full day events.
- Support the development of content and curation for the event
- Project reports and case studies.
- Reconcile project budget and report on finances.
- Various admin tasks including meeting notes and actions, maintaining schedules, case studies etc.

- Post event evaluation, analysis and follow up as required.

PERSON SPECIFICATION

Essential Skills and Experience

- 1+ years experience in a producer / project manager or creative environment role
- Interest in youth culture and Welsh creative scene
- Ability to coordinate multiple tasks
- Strong communication and organisation skills
- Ability to work under pressure and to deadlines
- Problem solving
- Understanding of the Jukebox Collective brand aesthetic and audience
- A proactive approach and flexibility to respond to new opportunities that may arise

Desirable

- Experience of working on events related to culture / arts
- Driving licence

Summary

Location

Cardiff

Hours

Part Time 3 days per week (could grow into full time role)

Salary

TBC

To Apply: Please send a cover letter and your CV to: jobs@jukeboxcollective.com

Closing Date

December 8th 2022

Website

<http://www.jukeboxcollective.com>

*****We reserve the right to withdraw post early upon finding the right candidate*****

Jukebox Collective is an equal opportunities employer.