


Job Description		Creative Talent Project Coordinator
	<b>Job Title</b>	Creative Talent Project Coordinator
	<b>Grade</b>	L5 Fixed term until 31 <sup>st</sup> March 2026
	<b>Reports to</b>	Head of Cultural Learning and Skills
	<b>Staffing Responsibility</b>	Yes
	<b>Organisation</b>	<i>Attached</i>

**Job Purpose:**

This new role will be based in Hat Works - Luton's newest Creative Workspace in the centre of the Hat District Creative Cluster. This role is integral for the delivery of the new Arts Council funded TAP project (Talent, Alumni, Progression), the purpose of the role is to:

**1) TALENT: Coordinate the Trust's creative career progression programme**

Working as part of the dynamic Cultural Learning team, the post holder will identify creative career opportunities and coordinate with the new Talent Ecosystem Group to provide accessible pathways into training, mentoring, full and part-time work. The Project Coordinator will connect with cultural organisations, business networks, schools, colleges, higher education, employment hubs, and other learning environments to support the co-production of a talent pipeline/ecosystem bespoke to Luton.

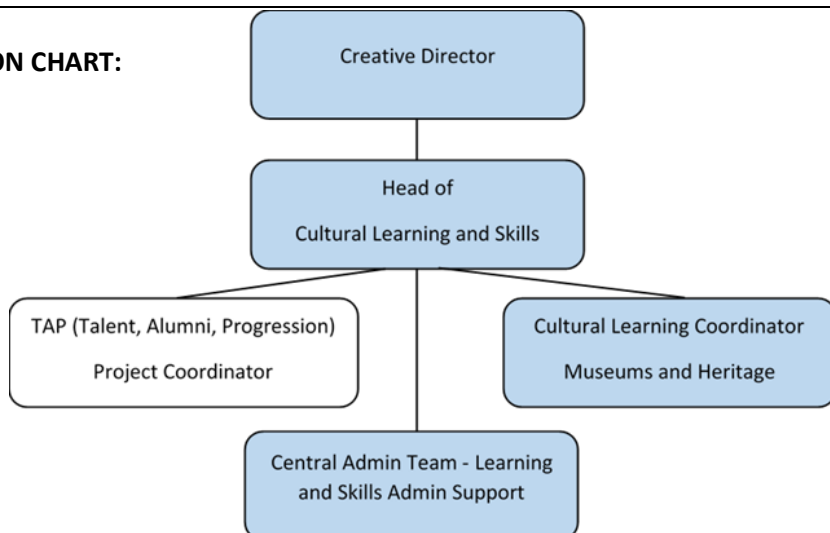
**2) ALUMNI: Support the development of a new Luton Creative Alumni programme**

Drawing together knowledge from across the town, the post holder will research and reach out to creative and cultural Alumni to build a network of engaged creative professionals. The Project Coordinator will support the creation of new relationship management tools that keep alumni engaged, and bring them back to the town to connect with locally based creatives and organisations through mentoring programmes and events.

**3) PROGRESSION: Coordinate a new Traineeship and Creative Start-up programme**

Connecting to Luton's creative industry workspace, Hat Works, and the wider Hat District Creative Cluster, the post holder will coordinate the recruitment of cohort of creatives to undertake creative and cultural development opportunities within the Trust, and progress their talent and skills into a creative industry career.

**ORGANISATION CHART:**



<b>PRINCIPAL RESPONSIBILITIES:</b>		<b>%</b>
1	Connect and build relationships with cultural organisations, business networks, employment hubs, and other learning environments to enable the co-production of a talent pipeline/ecosystem bespoke to Luton.	25
2	Coordinate the development of a new Luton Creative Alumni programme at Hat Works, utilising relationship management tools and approaches to reconnect the Alumni to the town's Cultural District. Working with the wider Culture Trust team and external partners, support the development of a programme of associated events and mentoring with Luton Alumni to connect with locally based creatives and organisations.	25
3	Coordinate a new Traineeship and Creative Start-up programme for creative and cultural development opportunities within the Culture Trust, utilising the wider TAP programme to progress them through to a creative industry career.	20
4	Work effectively with Culture Trust teams and external partners to integrate TAP initiatives into the wider Trust offer, including finance and admin staff, cultural producer's and programmers, operations team, casual staff/volunteers and Creative freelancers.	15
5	To coordinate with casual staff, volunteers, freelancers and project staff as required to deliver the TAP programme	5
6	Act as a Culture Trust ambassador, liaising with partners to engage them with the wider Culture Trust offer, attending local meetings and advocating for the TAP programme at all times.	5
7	To ensure high quality and consistency throughout the TAP and wider Cultural Learning programme. Delivering work within the agreed timescale and within budget. Completing monitoring and evaluation as required.	5
<p><i>Please note these percentages are approximate and should be used for guidance purposes only. They may vary depending on staffing levels and place of work. This job description is not a definitive list of tasks – it is designed to give an overall view of the job and not to indicate what the sole requirements are for the post. Post holders will be required to perform other related duties as assigned.</i></p>		

#### **DIMENSIONS:**

**Supervisory Management:** Freelancers, Casual staff and volunteers.

**Financial Resources & Responsibilities:** Project budgets as agreed with Head of Cultural Learning and Skills.

#### **Work Ethos:**

Respect colleagues and work together to achieve high standards of customer excellence in all our work. Produce reports against targets for budgets and performance KPIs to Leadership Team. Work flexibly and positively to achieve the business objectives of the Trust.

#### **About the Trust:**

Established in 2008, the Culture Trust, Luton is a vibrant and progressive independent charity and our mission is 'to connect communities through culture'. We do this through our accredited museums, theatres, galleries, creative workspaces and Arts Centre in Luton. Pre-Covid we attracted over 285,000 visits per annum. We animate five sites: The Hat Factory Arts Centre, Hat House creative workspace, Hat Works creative workspace, Wardown House Museum & Gallery and Stockwood Gardens & Museum. We present multi-cultural and year-round programme of events, exhibitions, workshops and performances. We support creative talent and skills by providing

opportunities, platforms and cultural career progression for young people. We care for a collection of over 2 million artefacts, 1.5 million photographs and maps and hold the most extensive and complete hat and headwear collection in the UK. We co-produce activity with our community, Museum Makers volunteers and team of cultural experts.

**Physical Effort:**

Some physical effort is required on a regular basis in order to:

- Move and lift resources, within Culture Trust buildings, between sites and programme spaces.
- Set up teaching/meeting spaces and moving equipment ready for these sessions.

**Other:**

- Able to work across all Culture Trust sites when necessary to support other teams in order to meet the business requirements of the organisation.
- Able to work evenings and weekends as required.
- Agile working

**Trust Responsibilities:**

Post holder will ensure they deliver against business plan priorities.

**Trust Standards:**

Post holder will be provided with a full induction outlining the standards and expectations of Trust employees.

**Working Environment:**

Working across the Trust sites but primarily based at Hat Works, hot-desking and agile working as required.

**Equalities:**

The post holder will ensure that policies, procedures and activities for service delivery are revised and/or implemented in a way that supports equality for all. These activities should also reflect The Culture Trust's commitment to work in active partnership with the community to regenerate Luton and to improve the quality of life for all who live, work or visit the town.

## Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): without which candidate would be rejected

Desirable (D): useful for choosing between two good candidates

<b>Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable criteria</u></b>				
<b>Attributes</b>	<b>Essential</b>	<b>How Measured</b>	<b>Desirable</b>	<b>How Measured</b>
<b>Experience</b>	Demonstrable experience developing and coordinating targeted programmes	1,2	Experience of applying for funding	
<b>Skills/Abilities</b>	Exemplary written and verbal communication, negotiation and interpersonal skills for liaising with wider customers, staff at all levels and external providers and partners. Able to build and maintain relationships with creative people and businesses	1,2	Experience of working within specialist networks	
	Exceptional organisational skills with high degree of drive, initiative, outcome orientation and capacity to deal with multiple and often conflicting priorities	1,2	Experience of working with CRM systems in the Cultural Sector	1,2
	Adaptability and flexibility to accommodate change and provide responsive services to meet customer needs	1,2		
	Able to work as part of a team to ensure the delivery of wider outcomes are achieved	1,2		
	Self-motivated, creative and passionate approach to working and able to deliver agreed outcomes within an agreed budget	1,2		
	Demonstrable ICT skills, with the ability to manage emails, use the Internet and have a good working knowledge of Microsoft packages	1,2		

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria				
Attributes	Essential	How Measured	Desirable	How Measured
<b>Equality Issues</b>	Demonstrable knowledge and understanding of equality issues and legislation. Able to integrate equality policies into planning and service delivery	1,2		
<b>Specialist Knowledge</b>	Cultural Sector Careers information School leavers and/or adult learners.	1,2	Knowledge or experience Mentoring schemes	
<b>Education and Training</b>	Demonstrable qualifications or experience that shows ability to coordinate programmes for a wide audience	1,2, 4	Demonstrable experience of working within the creative or cultural sector – especially working with freelance creatives.	1,2
<b>Other Requirements</b>	Able to work across Culture Trust sites to coordinate and deliver TAP programme and when necessary to support other teams in order to meet the business requirements of the organisation	1,2		
	Ability to work out of normal hours if required to meet the business needs of the organisation	1,2		

**(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)**

**NB:** This job description reflects the requirements of The Culture Trust, Luton. The role and duties of the post are subject to change in line with the future development of The Culture Trust, Luton. The Culture Trust, Luton reserves the rights to make such changes as are necessary and any changes required will be discussed with the post holder as appropriate.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The post holder will ensure that The Culture Trust's policies are reflected in all aspects of his/her work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) & General Data Protection Regulation (2018)