**FOLKESTONE ARTWORKS CO-ORDINATOR**

**APPLICATION PACK**

Thank you for your interest in the above vacancy.

Details of the background and context to this role can be found in this pack.

**How to apply**

Please complete the following:

1. Application form
2. Covering letter explaining why you are applying for the position, and how your experience and expertise fits the role
3. Up to date CV which explains any gaps in employment

Once you have completed your application documents, please return them before the closing date to:

Penni Pierce  
Executive and Project Assistant

Creative Foundation

Quarterhouse  
Mill Bay

Folkestone

Kent CT20 1BN

Or alternatively, please email your completed application to: [pennipierce@creativefoundation.org.uk](mailto:pennipierce@creativefoundation.org.uk)

If you have any questions relating to this vacancy, please contact Ioannis Ioannou by email: [ioannisioannou@creativefoundation.org.uk](mailto:ioannisioannou@creativefoundation.org.uk)

**Deadline**

Closing date for applications: **5pm,** **Tuesday 2nd May 2017**

**ABOUT THE CREATIVE FOUNDATION**

**Our Vision**

The Creative Foundation is a unique arts organisation with a range of activities meaning it makes a positive difference to the town, the region, its inhabitants and its visitors. This gives the charity a significant advantage in making it a great place to work.

**Our Mission**

The Creative Foundation is an independent arts charity dedicated to enabling the regeneration of Folkestone through creative activity. Working with the people of Folkestone, our partners and other stakeholders we will transform the town making a better place to live, work, visit and study.

**Our goals and objectives**

**Goal 1: Creatively engage the people of Folkestone**

Objective 1: Bring quality art to the town for everyone in Folkestone

Objective 2: Bring quality creatives to Folkestone and the Creative Quarter

Objective 3: Provide opportunities for people to develop creatively

Objective 4: Encourage creative engagement with partners and agencies

**Goal 2: Creatively transform the look of Folkestone**

Objective 1: Bring artwork to the town

Objective 2: Creatively maintain the Creative Foundation portfolio

Objective 3: Ensure the Creative Quarter public realm looks and feels   
 attractive

Objective 4: Encourage creative engagement by relevant bodies and   
 individuals with property and the public realm

**Goal 3: Creatively change the economy of Folkestone**

Objective 1: Attract and retain new creative businesses

Objective 2: Deliver the creative visitor economy

Objective 3: Attract creatively engaged people to live in Folkestone

Objective 4: Encourage creative investment in Folkestone by others

**Goal 4: Change the reputation of Folkestone as a creative town**

Objective 1: Promote the Creative Foundation model for immersive  
 creatively-led regeneration

Objective 2: Effective promotion of Creative Foundation activities

Objective 3: Create a virtual Creative Foundation through digital   
 technology

Objective 4: Encourage others to promote the reputation of Folkestone

**Goal 5: Create a sustainable Creative Foundation**

Objective 1: Have a clear understanding of CF’s vision, mission, values   
 and business plan

Objective 2: Align the financial model with the organisation's vision

Objective 3: Invest in resources, including staff, to deliver the vision

Objective 4: Build appropriate partnerships to deliver the vision

<http://www.creativefoundation.org.uk/>  
  
Creative Foundation projects:

[Creative Quarter](http://www.creativequarterfolkestone.org.uk/)

[Quarterhouse](https://www.quarterhouse.co.uk/)

[Folkestone Book Festival](http://www.folkestonebookfest.com/)

Folkestone [Artworks](http://folkestoneartworks.co.uk/)

[Folkestone Triennial](http://www.folkestonetriennial.org.uk/)

##### JOB DESCRIPTION

**Job Title:** Folkestone Artworks Co-ordinator

**Salary:** £20,000 pro rata per annum

**Hours:**  Two days per week, permanent position

**Reports to:** Marketing & Engagement Manager

**Location:** Quarterhouse, Mill Bay, Folkestone, Kent CT20 1BN

**JOB PURPOSE**

To manage and care for the Folkestone Artworks collection and all artworks owned by or are the responsibility of the Creative Foundation, ensuring that the collection looks and is maintained at the highest standard throughout the year, within the available budget and to agreed targets.

## Key Responsibilities

1. Plan and deliver the ongoing management of Folkestone Artworks and implement a collection management procedure that includes a database and log sheets so that the collection is constantly in good working order and in good condition.
2. Ensure that relationships with the collection’s stakeholders are managed and maintained as appropriate.
3. Plan and deliver an ongoing conservation programme for the works within the collection and ensure the artworks are maintained to the highest possible standard.
4. Liaise with and keep the collection’s artists and their agents informed on all the maintenance issues related to their artworks.
5. Commission contractors, suppliers and other freelance staff to undertake maintenance work when required.
6. Manage budgets effectively and compile progress reports for Trustees and the collection’s artists.
7. Work with the Triennial team to ensure all the mechanisms and procedures are in place to welcome those Folkestone Triennial 2017 artworks that will become permanent within the Folkestone Artworks collection.
8. Work with the Folkestone Triennial team in organising the Triennial archive to make it accessible as a resource for research and educational purposes.
9. Monitor the insurance and planning status of the works within the collection.
10. Undertake such duties as may be required to successfully realise the purpose of this role.

**NB this job description is provided to assist the post holder to know their principal duties. It may be amended however from time to time in consultation with you, by or on behalf of the Creative Foundation Chief Executive without change to the level of responsibility appropriate to the grading of the post.**

# PERSON SPECIFICATION

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| KNOWLEDGE AND EXPERIENCE | **Essential** | Desirable |
| Broad knowledge of contemporary visual art | ✓ |  |
| Proven ability to physical work outdoors, sometimes under difficult weather conditions | ✓ |  |
| Proven success in instigating and developing productive relationships with external stakeholders | ✓ |  |
| Experience of working within an organisation, or similar, to immovable deadlines and tight budgets | ✓ |  |
| Excellent verbal communication and interpersonal skills | ✓ |  |
| Diplomatic and effective service and supply contract management skills | ✓ |  |
| Logical, process-driven approach to project planning and problem solving | ✓ |  |
| Good devolved budget management skills | ✓ |  |
| Calm, focussed and motivated under pressure |  | ✓ |
| Discretion and confidentiality |  | ✓ |
| Positive response to working in a target-driven environment |  | ✓ |
| Hard working and energetic |  | ✓ |
| Committed to Folkestone’s regeneration through the arts |  | ✓ |

**FOLKESTONE ARTWORKS CO-ORDINATOR**

##### APPLICATION FORM

**SECTION 1: APPLICANT DETAILS**

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| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Mobile number:** |  |
| **Home telephone:** |  |
| **Email address:** |  |

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| --- |
| Are you legally eligible for employment in the UK? |

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| --- |
| How did you hear about this vacancy? |

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| --- |
| What is your notice period / earliest availability to take up a new position? |

**SECTION 2: DECLARATION**

Please sign below to indicate that you are providing full and accurate information in your application, including this form, your covering letter, CV and any subsequent interview; and that furthermore you understand that withholding or misrepresenting relevant information may be grounds for dismissal.

Signature: Date:

|  |
| --- |
| (FOR OFFICE USE ONLY)  DATE RECEIVED:  DATE OF INITIAL RESPONSE: |

**SECTION 3:**

**PLEASE PROVIDE A RESPONSE TO THE FOLLOWING QUESTION, USING NO MORE THAN 500 WORDS:**

Why do you think you are suitable for the position of Folkestone Artworks Co-ordinator, and what skills will you will bring to the role?

**SECTION 4:**

**REFERENCES**

Please provide details of two referees, one of whom is your current or most recent employer (or key client if freelance), and indicate at which stage you consent for these references to be taken up.

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| --- | --- |
| **Name:** | **Relationship to you:** |
| Address: | Contact numbers: |
| Email address: | Please contact prior to interview  YES/NO |

|  |  |
| --- | --- |
| **Name:** | **Relationship to you:** |
| Address: | Contact numbers: |
| Email address: | Please contact prior to interview  YES/NO |

**Equal Opportunity Monitoring Questionnaire**

This section will be separated from your application on receipt. Any information provided is strictly confidential and will not affect your application.

**Job Title:** Folkestone Artworks Co-ordinator

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| **Gender:** | | Male | | |  | | | | 🞎 | | |
|  | | Female | | |  | | | | 🞎 | | |
|  | | Transgender | | |  | | | | 🞎 | | |
|  | | Prefer not to answer | | |  | | | | 🞎 | | |
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| **Age:** | | |  |  | | --- | --- | | 18 – 25 |  | | 26 – 35 |  | | 36 – 45 |  | | 46 – 55 |  | | 56 – 65 |  | | Over 65 |  | | | |  | | | | 🞎 | | |
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| **Ethnicity/cultural diversity**  Please choose one from A to E, then tick the appropriate box to indicate your background. | | | | | | | | | | | | |
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| A | White | | |  | | |  | | |  | | |
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|  | British | | |  | | |  | | | 🞎 | | |
|  | English | | |  | | |  | | | 🞎 | | |
|  | Scottish | | |  | | |  | | | 🞎 | | |
|  | Welsh | | |  | | |  | | | 🞎 | | |
|  | Irish | | |  | | |  | | | 🞎 | | |
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|  | Any other white background, please write in:  ………………………………………………… | | | | | | | | | | | |
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| B | Mixed | | |  | | |  | | |  | | |
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|  | White and Black Caribbean  White and Black African  White and Asian | | | | | | | | | 🞎 | | |
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|  | Any other Mixed background, please write in:  ……………………………………………………… | | | | | | | | | | | |
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| C | Asian, Asian British, Asian English, Asian Scottish or Asian Welsh | | | | | | | | | |
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|  | Indian  Pakistani | | | | |  | | 🞎 | | |
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|  | Bangladesh | | | | |  | | 🞎 | | |
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|  | Any other Asian background, please write in: | | | | | | | | | |
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| D | Black, Black British, Black English, Black Scottish or Black Welsh | | | |
|  |  |  | |  |
|  | Caribbean |  | | 🞎 |
|  | African |  | | 🞎 |
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|  | Any other Black background, please write in: ……………………………………………………… | | | |
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| E | Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh | | | |
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|  | Chinese | |  | 🞎 |
|  | Vietnamese | |  | 🞎 |
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|  | Any other Chinese background, please write in: …………………………………………………… | | | |
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| F | Other Ethnic Group | | |  |
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|  | Please write in: ………………………………………………… | | | |
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| **Disability monitoring** | | | |  |
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| Do you consider yourself disabled? | | | |  |
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| Yes | |  | | 🞎 |
| No | |  | | 🞎 |
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| If you have a disability, is there anything we can do to make our recruitment and selection procedure more accessible to you? | | | | |
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| …………………………………………………………………………………………………… | | | | |