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Artist Development Coordinator – South
(Permanent, 4 days per week)

At Hijinx, Artist Development is central to our mission. We're committed to championing learning disabled and/or autistic artists, supporting them to develop their creative practice, skills, confidence and ambitions, and creating opportunities to work professionally both at Hijinx and across the wider creative industries. We believe in creating the conditions for people to grow, build meaningful connections, take creative risks and shape their own creative futures. We also believe deeply in the value of the arts in building confidence, connection and life skills, and in creating spaces where people can explore their creativity and discover what's possible for them.

We are currently recruiting for an Artist Development Coordinator for our South Wales hub to support the Artist Development programme on a permanent basis. This is a great opportunity to join this busy and exciting theatre company and make a positive impact.

Working closely with the Artist Development Officer and Artist Development Director, the Coordinator will provide organisational and practical support for Hijinx's Academies and Drama Foundation activities in South Wales. The role involves building positive relationships with artists, participants, their families and support networks, freelancers, volunteers, venues and other stakeholders. Through these relationships the Coordinator will help to create high quality, inclusive experiences where everyone feels welcomed, supported and able to thrive. We are looking for an organised, self-motivated team player with strong communication skills, initiative and a genuine passion for theatre, the arts and inclusive practice. The successful candidate will work collaboratively with colleagues, contribute to the development of creative opportunities for Hijinx artists and participants, and support the effective delivery of the Academy and Drama Foundation programmes.

People come first. The successful individual will actively participate in our sessions, as well as support recruitment for our activities and be a welcoming first point of contact for enquiries, helping to ensure that our artist, participants and wider community feel supported and valued.

As a key representative of Hijinx in South Wales they will build excellent relationships with community and regional partners, helping us to maintain our high standards for delivery.

The Coordinator will have opportunities to develop their skills and experience through working alongside our talented freelance tutors, visiting artists and Hijinx colleagues, alongside relevant training and professional development.

TERMS

Job Title:	Artist Development Coordinator - South
Line Manager:	Artist Development Officer
Contract:	Permanent
Based at:	This role will primarily be based on location with Hijinx activities in Chapter Arts Centre, Cardiff – most administration time will also be spent working from our new office space in Chapter with the possibility of working from home or the Hijinx Office in Cardiff Bay
Salary:	Grade D, starting salary £28,000 per annum (pro rata) (£22,400 actual)
Hours:	Four days per week (Monday-Thursday, 3 days practical delivery and activity-based work, 1 day dedicated to administration) with some evening and weekend work for which time off in lieu is given.
Holiday:	30 days annual leave (pro rata for part-time and fixed term contracts) plus statutory bank holidays
Notice period:	One months' notice after successful completion of the probationary period
Safeguarding:	Offer of employment is subject to an Enhanced DBS check
Right to work:	The successful applicant will be required to provide documentation of their right to live and work in the UK
References:	All offers of employment are subject to the receipt of two satisfactory references

KEY RESPONSIBILITIES

Activities

- Be present and actively participate in sessions and support the smooth running of activities, working in collaboration with freelance tutors, facilitators, volunteers, and Hijinx staff.
- Act as the first point of contact for Hijinx activities in Cardiff for artists, participants, families/support networks, freelancers, volunteers, venues, other stakeholders such as social care teams.
- Maintain excellent working relationships with current and potential participants, parents/carers, the freelancer team and volunteers, social enterprise partners, local authorities, and venues.
- Ensure regular contact with all Artist Development activities and participants in South Wales.
- Collaborating with the AD Officer to create rotas to ensure that there are adequate staff members present for each session and that Hijinx HQ are aware of any changes in the rota
- To liaise with the venue on the booking and room requirements.
- Support learning disabled and/or autistic participants, facilitators and the venues of our activity, in developing inclusive practice, ensuring accessibility.
- Undertake the day-to-day administration of Hijinx activities in South Wales – including maintaining accurate records, registers, incident reports and accident reports in a timely manner.

Recruitment, Tasters and Onboarding

- Liaising with social services/support networks to promote opportunities available through Hijinx.
- Arrange tasters for potential artists and participants and report on suitability to the AD Officer.
- Coordinate the onboarding process for new artists and participants – sharing information and overseeing transition into activities.

Safeguarding, Welfare and Wellbeing

- To be responsible for student safeguarding, welfare and wellbeing and report any absences, significant issues or concerns to the appropriate member of staff.
- Remain up to date with and ensure the implementation of best practice and compliance with Hijinx policies and procedures, particularly those concerning participant and freelancers' safety, well-being, and safeguarding.
- Ensure all Enhanced DBS checks are up to date for those working in South Wales.
- Complete Safeguarding, First Aid, Seizure, EpiPen and other relevant training as needed.

Other

- Represent Hijinx to external stakeholders and positively promote the organisation at all levels.

- Participate in any internal or external training and development provided by the charity.

As well as the duties and responsibilities listed and in keeping with our collaborative approach, the postholder may be required to do any other general work appropriate to their role at the direction of their line manager.

PERSON SPECIFICATION		
	Essential	Desirable
Skills and Abilities		
Willingness to take part in all workshop activities and performances, as required	x	
Ability to develop and maintain positive internal and external relationships at all levels	x	
Effective and engaging communicator	x	
Computer literate, able to learn and work with a range of office software packages	x	
Organised, efficient, flexible, and adaptable self-starter with excellent attention to detail	x	
Able to handle personal data and information in a professional manner and in accordance with data protection legislation	x	
Ability to use own initiative with minimal supervision and deal with routine queries as they arise escalating to others as necessary	x	
Welsh Speaker		x
Ability to work creatively and collaboratively to solve problems and address challenges	x	
Experience		
Experience of providing administration support in a similar role	x	
Experience of interacting with learning disabled and/or autistic people in either a personal or professional setting		x
Experience of safeguarding in any setting		x
Experience in data entry and accurate record keeping		x
Experience of working in a welfare role, supporting the well-being of others	x	
Attitude		

Highly motivated with a passion for the performing arts	x	
Confidence in participating in practical workshops and performing in shows, sharings and other public presentations	x	
Enjoys a busy working environment, able to hit the ground running and work on multiple projects concurrently	x	
Committed to inclusion and accessibility	x	
Passionate learner who is always striving to seek new ideas / approaches	x	
Handles difficult situations calmly and contributes to finding a way forward	x	
Shows sensitivity and respect to others	x	
Excellent team player, with a flexible approach to working practices	x	