

Current Opportunities



Position: Community Engagement Assistant
Pay: Up to £21,268 pro rata per annum dep on experience
Job type: 14 month Fixed Term Contract
Working hours: 30 hours per week
Working pattern: To be agreed

About the role

Culture Coventry is currently going through an exciting time of transition. We are looking to become a more outward facing organisation that works directly with our communities in order to ensure our collections and programmes are relevant and representative.

We are looking for two high energy Community Engagement Assistants on a fixed term basis, who will act as a bridge by developing strong relationships and partnerships between the organisation and the communities we serve. The aim of this work is to embed a co-creation and co-curation framework to our programming, collecting and general operation to ensure we remain relevant to the people of Coventry and our wider audiences nationally.

As an integral member of a fun and dynamic Learning and Engagement Team you will use your networks and project management skills to create pioneering and sustainable community engagement programmes that supports the ambitions of the Trust.

About the organisation

Culture Coventry is one of Britain's most exciting arts and heritage organisations. Our mission is to promote innovative and creative cultural activities in ways which help to establish them as a significant part of people's lives. The Trust supports a regular programme of exhibitions, educational workshops, events and performances which attract over 700,000 visitors per year.

Within the Trust we have Coventry Transport Museum, the Herbert Art Gallery & Museum and the Old Grammar School, which are all situated in the heart of Coventry and the Lunt Roman Fort less than three miles away on the outskirts of the City.

We are looking for candidates who have:

- Experience in supporting the, developing and delivering large scale events, activity and projects.
- Experience of successfully supporting a diverse range of creative projects.
- Experience of working within tight budgets.
- An excellent standard of English and written communication skills.
- A positive and flexible 'can do' attitude.
- The ability to multitask and stay calm under pressure.

Key responsibilities will include:

- Build strong partnerships with community groups, third sector organisations and service providers to develop and deliver a sustainable offer.
- Deliver and facilitate community engagement activities.

Please note this post will be based at both the Herbert Art Gallery & Museum and Coventry Transport Museum, with occasional opportunities at the Lunt Roman Fort. Please send completed application forms to vacancies@culturecoventry.com

People from Black, Asian and Ethnically Diverse backgrounds, disabled, deaf and neurodivergent people are under-represented in our workforce, so we particularly encourage applications from candidates in these groups.

Closing date for applications : **28th June 2021**
Interviews to be held : **6th and 8th of July 2021**