

Carnival/Processions Co-ordinator
Part Time 2 year fixed term contract
(with potential for extension dependent on funding)

Introduction

Activate, the theatre and dance development agency for Dorset, Bournemouth and Poole is seeking a committed and dynamic Carnival/Processions Co-ordinator to work with the organisation, and key partners in the county at a time when carnival and outdoor events offer enormous opportunities to bring communities together in the arts. The appointed person will act as a focus for carnival activity that will have a strong focus in Weymouth in the lead up to 2012, with a big celebration in 2012 to include Quest and the wider outdoor events and celebrations work as part of the Cultural Olympiad - and the legacy for the future.

Carnival has an incredibly long tradition all over the world and there are a diverse range of carnival and processions across the UK and internationally with a strong heritage steeped in local traditions, as well as creating and embracing new ideas. Carnival and outdoor processions are celebratory and community based. They offer an opportunity for people to engage either practically or as active spectators and their popularity has led to the creation of a 'Festival of Carnivals' for the Cultural Olympiad and an opportunity for our community groups to be part of larger, international celebration in 2012 and their partnerships beyond this.

Work has already begun on carnival as a part of strategic arts development across Dorset, Bournemouth and Poole. Weymouth and Portland, and the communities along the Jurassic Coast have been identified as particular areas for focus, but equally interest across Bournemouth and Poole is also strong.

The Outdoor Events and Celebrations staff are supported by funding from the Dorset Strategic Partnership, Dorset County Council, Arts Council England South West, National Lottery, Bournemouth Borough Council, Borough of Poole, B-Side and Jurassic Coast Arts Programme.

See Appendix 1 for background

Job Description

Job Description: Carnival/Processions Co-ordinator (P/T 2 year fixed term contract with potential to extend dependent on funding)

Job Purpose: To lead and manage the development process for processional work in Dorset, Bournemouth & Poole with particular focus on 2012 in Weymouth and its legacy

Reports to: Outdoor Events and Celebrations Manager

Responsible for: possible volunteers and freelance project managers if recruited (as part of project plans)

Job Duties and Responsibilities

Main Duties

- 1) To bring together the following main duties around key focussed activity and communications that ensures this post is both strategic and produces targeted events - but is people and community focussed.
- 2) To bring together a programme of strategic support and collaboration which will ensure the sector operates in a style which is mutually beneficial and supportive and to focus linking activity to Weymouth for 2012.
- 3) To raise the profile and value of processional work and to co-ordinate external funding activity so as to maximise income opportunities for the development of the sector in Dorset, Bournemouth and Poole.
- 4) To provide a strategic lead on the development of the sector and to liaise with key participants and stakeholders to implement and deliver high quality processional work which also encourages community groups not used to working with the arts to get involved.
- 5) To liaise with existing carnival groups across Bournemouth, Dorset and Poole and offer ideas of how to engage and identify other community groups which could be encouraged to take part in processional work
- 6) To advocate for walking processional work and introduce them to the idea of working with artists who can help them achieve their creative visions and to facilitate sessions where community groups can see how walking processions can be animated.
- 7) To write artist briefs and lead on the appointment procedure of artists to work with community groups to develop their ideas for processional work, and to deliver high quality work.
- 8) To initiate and develop a process which supports collaborative working across the sector and draws individual participants, organisations and stakeholders together to engender a sustainable future for the sector in the sub-region
- 9) To ensure that key partners in the process span as wide a cross section as possible to include tourism, economic development, and representatives of the commercial, subsidised and voluntary sector.

<p>First hand experience in one or more areas of successful fund-raising e.g. EU, Lottery, Regional Development etc, as well as providing information and research to support other funding applications.</p> <p>Experience in dealing with individuals and groups within the voluntary, community, subsidised and commercial sector.</p> <p>Ability to organise, plan and lead effective projects; track record of managing varied workload to a good standard within tight timescales/to deadlines with minimal supervision.</p> <p>Experience of project planning and how it fits within wider strategy development and implementation</p> <p>Political sensitivity</p> <p>Creative and imaginative thinker.</p> <p>Flexible and adaptable approach.</p> <p>Experience of or demonstrable ability to establish effective partnerships with local and regional voluntary, independent and statutory bodies.</p> <p>Experience of or demonstrable ability to manage budgets successfully.</p> <p>Demonstrable commitment to partnership and collaborative working, including within the staff team.</p> <p>General Dynamic and enthusiastic approach to work.</p> <p>Good people skills</p> <p>Good oral and written communication.</p> <p>Ability to work unsocial hours as required.</p> <p>Expertise in the use of appropriate PC based computer applications.</p>	<p>Experience of press, communications and marketing.</p> <p>Awareness of equal opportunities and diversity issues.</p> <p>Awareness of environmental issues within an arts organisation.</p> <p>Knowledge of evaluation principles and techniques.</p> <p>Understanding/experience of some of the legal issues associated with running a voluntary group and/or charity.</p> <p>General General interest in and knowledge of the local geographic area.</p> <p>Understanding the needs of working across an urban and rural locality.</p> <p>Car owner/access to own transport with a driving licence</p>
---	---

Terms of employment

Post:	Carnival/Processions Co-ordinator
Salary:	£25,000 pro rata
Contract:	Fixed term contract for 2 years with the opportunity to extend depending on funding. The post is subject to a six month probationary period.
Hours of work:	18.5 hours per week days to be agreed. Flexible working will be necessary with some evening and weekend work. Overtime will not be paid but time off in lieu for work in excess of the stated hours may be taken, with the agreement of the Manager.
Holidays:	23 days a year pro rata, plus public holidays. Holidays to be agreed with the Manager in advance.
Expenses:	Expenses in carrying out the work will be reimbursed in line with the agreed project budget and will be agreed in advance of claim.
Notice period:	Notice is one month on either side during the probationary period and three months on either side thereafter.
Location:	Activate Office, Wimborne, Dorset and then new offices in Dorchester
Equal Opportunities:	It is expected that the post holder will ensure that their work operates in accordance with the best equal opportunities practice, in line with the company policy.

To Apply

Please supply the following information:

- **Your up-to-date Curriculum Vitae.**
- **A letter of application on no more than 2 sides of A4 setting out:**
 - **why you wish to apply for this job,**
 - **the knowledge, skills and experience you can offer, set against the person specification requirements.**
 - **please refer to actual activities/programmes and projects where possible.**
- **The names and addresses of two referees. References for shortlisted candidates will be taken up before interview unless you request otherwise.**

Please email to: info@activateperformingarts.org.uk

Or

Send to: Activate, 27 West Borough, Wimborne, Dorset BH21 1LT

Closing date for applications 5pm Monday 8 February 2010.

Interviews for this post will be held on a date between 22-25 February 2010, TBC.

Appendix 1

Background

A large, spectacular carnival and outdoor event is planned for 2012 and this post will play a key role in taking the artistic lead on producing the best and most appropriate carnival procession for Weymouth to showcase local carnival, offer a distinctive voice of the area and find a collective focus for everyone to work together on. The post will be the contact point for regional carnivals engaging with the site/programme and a place to share ideas, skills and expertise. Working closely with the Arts Development Officer for Weymouth and Portland and the Cultural Programmer for the Cultural Olympiad in the SW will be vital as well as other arts development teams and arts organisations across the county.

The Jurassic Coast World Heritage Site, England's only natural World Heritage Site, will provide the physical and visual backdrop to the sailing events of the 2012 London Olympics. The Jurassic Coast World Heritage Site is designated by UNESCO for its Outstanding Universal Value to science, specifically geology, geomorphology and the record of life. The cliffs that form the site capture 185 million years of the earth's history in an almost continuous sequence through the mesozoic era, mapping three mass extinction events, past climates, and the rise and fall of the dinosaurs. It is the only natural World Heritage Site with an Arts Programme, presenting unique artistic opportunities in Arts and Earth Science, global values, and international partnership through the World Heritage Site family.

2008 saw the launch of the Jurassic Coast Arts Programme. A core remit of the programme is to work with Weymouth and Portland and the carnival sector across Dorset, Bournemouth and Poole to explore carnival activity along the World Heritage Site and make links with other World Heritage Sites. The aim is to work with the existing carnivals in Dorset and East Devon to develop ideas for a Jurassic Coast carnival over the coming years leading up to a linked festival of carnivals in 2012. There are already pilot schemes in operation and evaluations to work from as well as the outcome of a major carnival conference held in November 2009 that directly informs the programme of work.

Weymouth College's new Carnival course is under way and as host to the Weymouth and Portland Arts Development Officer, they play an important role in carnival development. Moving Tides and Spirit of the Sea in Weymouth as well as developing plans for a Jurassic Carnival are all key initiatives that the post will engage with.

Bournemouth and Poole Tourism have recognised the value of Carnival and plans are afoot to support development with local organisations, which we hope to tie into work with Weymouth and 2012 engagement.

The National Indicator 11 (NI 11) "Engagement in the Arts" target is now written in to the current 3 year Local Area Agreement (LAA) for Dorset. This means that the Dorset Strategic Partnership believes that increasing engagement and participation in the arts is important for enhancing people's quality of life in the county and should form part of how the performance of the partnership is rated by national government. Currently 49.8% of the population attends or participates in arts events more than 3 times per year. This information is provided by a telephone survey of 2,500 people aged 16+ in Dorset by Ipsos Mori which is funded by the Department for Culture Media and Sport (DCMS). The DCMS has told us that this needs to increase to 52.8% by December 2010 and a high profile communications campaign, 'Dorset Loves Arts' is being launched to support the programme.

The county is taking a longer term development approach to increasing engagement in the arts. The Dorset Strategic Partnership has allocated resources to the challenge of increasing engagement and these resources are being directed at a number of strands to underscore the future sustainability of arts and cultural organisations.

One of the significant strands in the NI 11 development process will be centred on Outdoor Events and Celebrations and the county now seeks a person with relevant experience to draw together work in this field across Dorset, Bournemouth, and Poole and to act as a creative catalyst to enhance future development in the sector. The 2012 Weymouth carnival falls in the “Festival of Carnivals” period between the Olympic and Paralympic games. This has special significance as Weymouth and Portland are hosting the sailing events in the Olympic Games 2012. There will be both a significant increase in visitors and media coverage in 2012 and we are planning an ambitious programme that sits within the whole outdoor events and celebrations team.

Management

This post will be managed by the Outdoor Events and Celebrations Manager and sit within a team that includes Festival Producers for the 2010 Inside Out and 2010 B-Side Multi-media festival. All of these posts will be hosted and employed by Activate and will have their respective steering groups to guide their work.

Key to Activate’s work is its partnerships and it values highly the people, the communities and the organisations it works with. As a strategic organisation with the remit to develop the performing arts ecology locally and now working in carnival and processions, Activate needs to work with others: artists, venues and promoters, local authorities, arts education agencies, schools, further and higher education, health, sports, and other arts organisations. Take a look at our website for more details on who we are and what we do: www.activateperformingarts.org.uk

Steering and guidance

This post will work with a steering group who will guide the programme and act as an advisory body. It will be drawn from the new network that has been formed across Dorset, Bournemouth, Poole and East Devon in 2009 that includes arts development officers from a number of the local authorities, the HE/FE sector, Jurassic Coast Arts Programme, Umoja and Relays.

