# Freelance Project Co-ordinator

## National Contemporary Art Gallery for Wales (NCAGW)

This is a freelance role for the National Contemporary Art Gallery of Wales which is funded by Welsh Government and facilitated by the Arts Council of Wales. As such the Project Co-ordinator is not an employee nor worker of Welsh Government nor the Arts Council of Wales.

### Role Description

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| Fee: |  | £40,000 in total |
| Hours: |  | Minimum weekly commitment of 30-35 hours |
| Contract term: |  | 18 months |
| Team: |  | National Contemporary Art Gallery for Wales  |
| Reporting to: |  | Project Director (NCAGW)  |
| Line Managing: |  | N/A |
| Location: |  | Flexible - This role is home-based with occasional access to any one of the Arts Council of Wales offices in Cardiff, Colwyn Bay or Carmarthen. |
| Travel: |  | Occasional  |

### The National Contemporary Art Gallery for Wales

Amgueddfa Cymru, the National Library of Wales and the Arts Council of Wales is working together in the creation, governance, leadership, management, and delivery of the National Contemporary Art Gallery for Wales.

Through this partnership the three organisations seek to deliver the commitment of the Welsh Government through its Co-operation Agreement with Plaid Cymru for the establishment of this unique flagship project for Wales which will provide a focal point for contemporary visual artists and communities across Wales, alongside national and international audiences.

The three partners share a vision for the delivery of a unique national project based upon a dispersed model of galleries across Wales, enhanced by the host galleries. The Gallery will operate upon principles of co-creation and co-curation with contemporary artists and the communities of Wales, drawing upon the contemporary collections of Amgueddfa Cymru and the National Library of Wales and through the commissioning of artists.

A core aim of The National Contemporary Art Gallery for Wales is to grow the audience for visual art. This is with an understanding that contemporary art in particular has a strong appeal to younger and more diverse audiences that are not strongly represented in gallery attendance in Wales. The potential for the project to support young and emerging artists of all ages will be a core focus and activities will be designed to ensure that inclusion and accessibility are enshrined in everything that the project does.

### About this role

The Freelance Project Co-ordinator will provide day to day management and support for the new Welsh Government sponsored project to establish a new National Contemporary Art Gallery for Wales (NCAGW). They will provide high level project administration for the Project Director and Chair and proactively support good project communication amongst a range of stakeholders.

Responsibilities for this role are varied and include but are not limited to supporting all aspects of the NCAGW Project Board. The post-holder will be preparing and distributing papers and agendas for the Project Board, minuting meetings, updating Board documents and arranging both online and hybrid meetings when required.

The position will require the individual to work confidently with stakeholders, Board members and partners to complete actions arising from Project Board meetings and other related sub-groups.

The Freelance Project Co-ordinator will be required to work to project deadlines and with a degree of autonomy on a day-to-day basis. In addition, they will provide project monitoring support as required by the Project Director, organise all project-related paperwork and support the project’s ability to ensure workflow remains on schedule as directed.

### Principal responsibilities

1. Arranging meetings – including, but not limited to:

* Monthly online Project Board meetings
* Quarterly in-person Project Board meetings
* Ad-hoc meetings as required by the Project Board, the Project Director and Chair of the Project Board (for example Communications Group and Gallery Network Group)
* Arranging simultaneous translation at Project Board meetings as required;

2. Minuting meetings – ensuring that accurate minutes are recorded from Project Board meetings and any other ad-hoc meetings as required, following the NCAGW minutes framework;

3. Arranging and distributing papers – working proactively with the Project Director and Chair on meeting agendas, circulating papers in advance of meetings to agreed deadlines;

4. Taking ownership of key documents – completing and updating papers for the Project Board, the risk register, and any other documents as required by the Project Director and Chair;

5. Managing the Project Director’s diary – ensuring that the Project Director can attend key meetings and that their diary is kept up to date;

6. Being a contact point for the Project Board, stakeholders and partners – efficiently responding to emails, seeking information when required

7. Corporate compliance – adheres to those policies that protect staff against potential exposure to reportable risks and incidents. These include Anti-Fraud, General Data Protection Regulations, Welsh Language Standards, Wellbeing of Future Generations and Cyber Security/ICT use.;

8. Co-ordinating financial procedures for the project – ensuring requisitions and purchase orders are raised promptly for project expenditure and act as a point of liaison between the Project Director and the Arts Council of Wales’ Finance team to support the effective management of project resources;

9. Support project grant procedures - liaising with the Arts Council’s capital grants team on the project’s behalf to ensure communication and compliance priorities are achieved;

10. Being a contact point for stakeholders - Maintaining a productive working relationship and regular communication with internal and external project stakeholders including the NCAGW dispersed gallery network;

11. Monitoring and reporting - Support the Project Director in all aspects of monitoring and reporting on the NCAGW project’s key stages and goals within the project timeframe and support the development of appropriate protocols and systems to achieve this;

12. Supporting project planning and delivery – helping to update project and programme plans as directed;

13. Additional duties – any reasonable duties consistent with the above.

### Knowledge, experience and attributes

We want to attract a confident and efficient administrator, who has demonstrable experience of managing a varied workload, efficient in their work and clear in their communication with a diverse range of stakeholders.

The partners involved in the NCAGW and its project team aspire to be innovative and forward-looking, committed to working collaboratively with each other to ensure that we’re efficient, effective and useful. A solutions focussed Project Co-ordinator who is able to use their own initiative as well as work within provided guidelines would be an asset to the project team at a critical point in its delivery.

In addition, this freelance role requires the following specific knowledge, experience and attributes. Applicants will be assessed against the essential and desirable criteria set out below:

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|  | **Essential** | **Desirable** |
| **Knowledge** | * A familiarity with Minuting meetings and recording accurate information
* An understanding of diary management
* A passion for the arts in Wales
* An appreciation of the importance of Welsh language
 | * Knowledge of project management/planning systems
* Knowledge of monitoring requirements for public funding
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| **Skills** | * Competent IT and administrative skills
* A track record of clear communication and strong organisation skills
 | * Working knowledge of SharePoint
* Working knowledge of Microsoft Teams/Zoom for hybrid meetings
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| **Experience** | * Administrative experience
* Experience of taking ownership of meeting papers
* Experience of completing actions in a timely manner
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| **Attributes** | * The personal authority to operate at pace with arising actions
* Strong spoken and written communication skills
* The ability to work with a degree of autonomy
* The ability and willingness to occasionally travel throughout Wales
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| **Welsh language** | * Fluency in Welsh (both written and spoken)
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**Timeline:**

**Deadline for applications:** 12:00 noon 26 October 2023

**Interviews:** Week of 6 November 2023

**Start Date:** (estimated) December 2023