

## **Job Description**

**Job Title:** Arts & Digital Media Coordinator  
**Salary Scale:** £21,500 - £24,500  
**Responsible to:** Programmes Director

**Location:** Northern Visions office, Belfast.

### **Responsibilities & Duties**

To co-ordinate Northern Visions Arts Access Initiative, which is accessed by community, cultural, voluntary organisations, individuals seeking to volunteer and gain training, individual filmmakers and the general public.

To research, produce and deliver a range of innovative arts, digital media and heritage projects including but not limited to the inclusion of the following art forms: creative writing, music, cinematography, sound engineering, set design, post production including graphics and animation, visual arts, drama and dance.

Contribute fully to the Northern Visions team including sharing best practice, engaging participants in Northern Visions community arts activity programme from communities at disadvantage, vulnerable groups, artists and creative practitioners.

Co-ordinate the provision of creative opportunities for those accessing the Access Initiative to produce creative products and digital videos to broadcast standard.

To engage in arts journalism and community news gathering activities including on air presentations and interviews.

Be willing to undertake skills training as appropriate.

Co-ordinate and conduct, where appropriate, training in digital technologies for those accessing the Initiative, ensuring that all participants feel valued, respected and motivated.

Assist the Programmes Director in the recruitment, screening and retention of those accessing the Initiative with a primary focus on volunteers.

Keep records as required of all projects, assessments, legal data and monitoring as the Programmes Director may require from time to time.

Facilitate the annual measurement of the impacts of the Arts Access programme.

Provide regular feedback/discussions and evaluation of work undertaken under the Initiative.

Manage the exchange of skills and expertise between professional film and digital video makers and the general public.

Promote, in association with others, the Initiative locally.

Assist the Programmes Director and other Northern Visions staff in developing creative resources in the community, which are of benefit to the Initiative.

To work with the Programmes Director to oversee and maintain a good working environment for all participants.

To manage ongoing communication between the Access Initiative and the Programmes Director.

To manage and monitor all participant expenses as it relates to the Initiative against the agreed budget, reporting to the Production Accountant regarding the budget on a monthly basis.

Be aware of, and responsive to, the changing nature of digital technologies and adopt a flexible and proactive approach to work.

### **General Requirements for Northern Visions Posts**

To adhere to Northern Visions policies and procedures (volunteering, equal opportunities, health and safety, disability and child protection, etc).

To maintain and develop personal skills and knowledge through appropriate training.

To perform own administrative duties.

To carry out other reasonable tasks as required by the Programmes Director.

To be subject to a CRB check.

To be able to work unsocial hours as required by the post.

### **Conditions of Service:**

The job, which is full time at 37.5 hours per week, Monday - Friday, will be offered initially for a 3-month probationary period. There will be a further evaluation review at 6 months. A time off in lieu system will operate for work outside normal hours. In addition to the normal statutory holidays there will be 20 days annual leave. Travel and other legitimate expenses will be paid as agreed.

**NORTHERN VISIONS IS AN EQUAL OPPORTUNITY EMPLOYER**

### **PRINCIPAL FUNDER**

