



The Methodist Church

Job Description - Art Exhibition Project Coordinator

In May - June 2019, a major collection of modern Christian art will be coming to Leicester and exhibited at a number of venues, including Leicester Cathedral, Bishop Street Methodist Church and other city churches. The collection, which has been assembled over the past half-century, contains over 50 works, including some by well-known artists such as Graham Sutherland, Elisabeth Frink, William Roberts, Patrick Heron. Most of the pictures depict scenes from the life and teaching of Christ: some artists were or are practising Christians, others not. In order to prepare for the exhibition, and a variety of linked events and activities for a wide variety of audiences, Leicester Cathedral and the Methodist Church are seeking to appoint a Project Coordinator.

Purpose of role:

To work on behalf of the planning group to organise an exhibition of works from the Methodist Church Modern Christian Art Collection and associated events and learning opportunities, to take place in venues in and around Leicester during May and June 2019. This is a part-time role at first, building up to full time for the period of the exhibition.

Responsible to:

Canon Missioner, Leicester Cathedral, who will be the Line Manager for this post; Exhibition Planning Group.

Key Working Relationships:

Churches and other venues participating in the exhibition and associated events;
Education Officer, Leicester Cathedral;
Operations Manager, Leicester Cathedral;
Minister of Bishop Street Methodist Church;
Arts Development Worker, Bishop Street Methodist Church, Leicester.

Main tasks:

1. Events Planning - Work with others to develop a programme of events, probably including some or all of the following:
Autumn 2018 Fundraising / Stimulating Interest Event; Art Trail; Opening Event at Cathedral with guest list; Stations of the Resurrection; Launde Abbey Retreat; Cathedral Retreat; Quiet Garden; Children's Spark Festival; Talks; Therapeutic events, City Arts & Museums Service.
2. Liaise with venues and the Collection's Management Committee re hanging of art works, security, viewing arrangements, etc.
3. Publicity and promotion - Working with others to co-ordinate publicity – including posters, flyers, and online / social media, local press, radio and TV.

4. Act as Secretary to the Exhibition Planning Group, ensuring that members are kept fully informed of progress of the project and are alerted to issues requiring attention.

5. Assist with Fundraising including Grant Applications.

6. Liaise with institutions re recruitment and training of: Interns, Placements and Volunteer Guides, Chaplains and Evangelists (Leicester Cathedral and Diocese, Leicester Trinity Circuit, Northampton Methodist District, Oxford Brookes University, Leicester Grammar School, DMU Museum Studies, University of Leicester History of Art and Film Department, Leicester City Council.).

7. Assist the Planning Group in the production and distribution of theological and outreach resources to support the mission aims of the project – such as Lent Course, Schools Material, Briefing material for guides and welcomers, etc.

Person Specification

- Well organised, reliable and able to manage complex priorities within fixed deadlines.
- A credible ambassador for the project to the Christian Churches and secular partners, including those with a particular interest in modern art.
- Able to work without direct supervision and able to be accountable.
- Flexible in terms of working pattern but committed to be fully available during the period of the exhibition itself, as well as the days immediately before and after.
- Very good communication skills in person, writing, by telephone, electronic media (Desirable – confident in speaking to the press, radio and TV).
- Ready to contribute workable ideas and offer solutions to problems
- Events organisation experience (Desirable: project work experience and experience of the art world)
- Able to relate well to staff and volunteers of all levels and backgrounds
- Calm under pressure

Working Pattern

The nature of this project is that time requirements will vary during its lifetime, and in particular will increase as the dates of the exhibition draw nearer. We estimate that an average of the following will be required (these hours are anticipated averages over any given month, rather than fixed on a weekly basis):

- 8 hours a week, August-December 2018
- 12 hours a week January-Easter (April 21) 2019.
- 40 hours per week Easter-Pentecost (June 9) 2019
- 12 hours per week Pentecost-30 June 2019

However, this will be kept under review and adjustments made by way of additional hours subject to negotiation if the need arises.

Remuneration:

Salary: £13.50 per hour, fixed for the duration of the contract
Paid Leave: After three months, 16 hours paid leave for every completed month of service
Pension: 8% employer contribution to the Church Workers Pension Scheme.

This is a fixed term post, commencing on 1st August 2018 (or as soon as possible thereafter) and terminating on 30 June 2019. There will be a three month probationary period. Other terms and conditions will be as standard for employees of Leicester Cathedral.

How to apply:

Please send a letter (no more than approx. 500 words) outlining why you are interested in this role and what particular skills and interests you would bring; also please send an outline of your CV, highlighting the most relevant features.

Applications should be sent to by email to: Lynn Phillips lynn.phillips@leccofe.org or by post to Lynn Phillips, St Martins House, 7 Peacock Lane, Leicester LE1 5PZ to arrive no later than 5pm on Monday 25 June. All applications will be acknowledged.

Interviews will be held at St Martins House on the morning of Tuesday 3 July.

For an informal conversation about this opportunity, please contact Jonathan Kerry at Leicester Cathedral – telephone 0116 261 5326.