

Freelance role reporting to SCAN

Momentum Project Co-ordinator

Immediate start

Fee £6,000

We're looking for a super-organised, people person to share the message about Scotland's amazing contemporary art scene. You'll work with SCAN to deliver for our partners at British Council, Creative Scotland, British Council Scotland and Edinburgh Art Festival to plan and host The Momentum Programme online in 2021 and at the Edinburgh Art Festival and beyond in 2022.

This is a freelance role and a temporary fixed-term contract for a total of 30 working days, between now and September 2022, and you **would need to be free to start immediately.**

The Co-ordinator should be available for an immediate start in a role focussing on preparation for and hosting of the following two events programmes

- Momentum Online Programme July/August 2021
- Momentum Delegate Visit to Scotland August 2022

Role Purpose and Responsibilities include:

Online Programme (2021)

- Coordinate the planning of online events taking place as part of the Momentum online programme
- Liaising with artists, galleries and curators to confirm guest speakers and audience for sector events, with a specific remit to engage widely across Scotland
- Convening cross-team operational meetings and reporting
- Liaising with delegates
- Reporting

Edinburgh Programme (2022)

- Liaising with British Council Arts team and other Momentum partners on shaping the delegates' itinerary, informed by 2021 online programme
- Convening cross-team operational meetings and reporting Liaising with the sector (artists, galleries and curators) to plan and confirm visits
- Coordinating programme events, including roundtables, networking events
- Liaising with delegates
- Arranging local transport and Co-ordinating event logistics
- Reporting
- Delegation Hosting and on the ground events and support

Requirements:

Essential

- Excellent communication, customer service and people skills
- Excellent organisational skills
- Experience in event organisation or project management in the visual arts sector
- Experience in Arts Administration
- Knowledge of Edinburgh and Scotland
- Knowledge or experience of the Edinburgh Festivals
- Knowledge and interest in the visual arts sector in Edinburgh and across Scotland
- Knowledge and up to date network of contacts in the Scottish visual arts sector
- Awareness of the different arts sectors in Edinburgh

Desirable

- Experience of working in a fast-paced events or festival environment
- Knowledge or experience of the British Council Scotland work
- Experience of working with international partners/delegates
- Foreign language is an advantage

Please send a **CV and short covering letter** outlining your experience to moira@sca-net.org by **5pm Tues July 6**. Because of the tight timescales involved we may not be able to respond to all applications.

We welcome and encourage applications from all sections of the community.