



## **Criw Celf Coordinator**

### **Job Description**

**September 2019 – September 2021**

**Fee: £6,000**

The Theatr Clwyd Executive Team, Artistic Director Tamara Harvey and Executive Director Liam Evans-Ford, are leading the theatre through an exciting period of change, building on the excellence and pride of the past to generate a dynamic, creative centre for the arts for the future.

We are looking to appoint an enthusiastic and creative freelance project coordinator to work with the Creative Engagement section at Theatr Clwyd to deliver the Criw Celf project across the county.

The project is delivered by all counties in North Wales and receives financial support by the Arts Council for Wales.

### **What is Criw Celf?**

A series of six weekend workshops will be on offer to three Criw Celf groups, working at inspirational sites across the county such as Wepre Park, Greenfield Valley and Theatr Clwyd. Highly experienced professional artists will be employed to run the workshops looking at a variety of artistic techniques and working with a range of materials including drawing, sculpture, painting and printmaking.

Participants will also spend a day visiting professional galleries, parents and siblings will also be invited to attend. An exhibition of the work produced by the young artists will be shown alongside the work of the professional artists who ran the workshops.

Participants will be selected through an application process. All of the county's primary Headteachers and Secondary Art Teachers will have the opportunity to nominate up to ten More Able and Talented pupils, from year 5 to year 9, who would benefit from participation in the project and who have a keen interest in the visual arts. Each pupil will submit one artwork and a paragraph outlining why they would like to attend Criw Celf. The project coordinator, along with the Creative Engagement Associate, will select up to twenty five young artists per group to take part in the project.

Criw Celf is an extra-curricular project held outside of school hours and although links to the national curriculum may occur this is not a priority of the project. Parents will be expected to commit to bringing their child to the workshops wherever in the county they may be held.

Criw Celf assistants will be employed to attend the masterclasses and to support and assist with the work of the coordinator during the gallery visits and help with selection and hanging of the exhibition.

### **Breakdown of Tasks**

- Contact all the county's schools, and visiting schools where appropriate, to ensure that awareness of the Criw Celf project is raised
- To promote Flintshire Criw Celf via Social Media and the Criw Celf Website
- Appoint appropriate artists for each of the Criw Celf masterclasses ensuring that all risk assessments and DBS checks are done
- Book venues for all the Criw Celf masterclasses
- Manage the budget
- Timetable the Criw Celf assistants to ensure cover at each one of the masterclasses
- Attend masterclasses as and when required to ensure quality
- Be the main contact for both parents/carers and teachers
- Ensure that all Criw Celf pupils receive information in both Welsh and English and in a timely manner
- Arrange a gallery or studio visit for each of the Criw Celf groups

- Arrange a joint final exhibition of artwork by all the Criw Celf groups working with the Portfolio Coordinator
- To attend regional North Wales meetings on behalf of the project when needed
- To evaluate the project using the national Criw Celf evaluation tool kit
- To attend catch up meetings with the Creative Engagement Associate – Visual Arts who will be line managing the post
- To create a final report for the funders, Arts Council of Wales

#### Estimated time per year

- 20 planning days including attending meetings
- 4 exhibition coordinating days
- 1 creative development day (gallery/studio visits)
- The coordinator will be employed from September 2019 to give plenty of time for planning and recruitment with workshops and visits taking place between January and July 2019.

**A total fee of £3,000 per year will be available and this is fully inclusive of travel, subsistence and accommodation. The fee has been calculated at £120 per day for 25 days, a day's work consists of 7 hours 30 minutes.**

#### Person Specification

- The Coordinator will need to commit to being available from September 2019 – Medi 2021
- The coordinator will have a professional background in the arts and will have had experience in monitoring, planning and evaluating creative workshops and projects with young people
- Knowledge of the Welsh language and culture is essential with the ability to speak Welsh highly desirable
- Any coordinator engaged for the project must be self employed and have their own Public Liability Insurance.
- The post is subject to valid DBS certificate
- A valid driving licence and own transport is essential.

For further information please contact Gwenno Eleri Jones on 01352 702471.

#### How to Apply

To apply for the post of Criw Celf Coordinator please send a letter of application outlining how you would approach the brief and a current CV highlighting previous relevant experience with the contact details of two referees from previous, relevant employment as well as three images of work produced by young people in your workshops and three images of your own work.

#### Applications must be received by Tuesday 17 September 2019

Please send your application by post to:

Gwenno Eleri Jones  
Creative Engagement Associate  
Theatr Clwyd  
Mold  
Flintshire  
CH7 1YA

By email to:

[gwenno.jones@theatrclwyd.com](mailto:gwenno.jones@theatrclwyd.com)

#### Interviews

Interviews will be held at Theatr Clwyd on Wednesday 25 September 2019

