



Environment Programme Coordinator

3 days per week

4 year fixed term contract

Salary £28,495k pro rata

Location: Brierfield, Pendle, East Lancashire

Hours of Work: flexible

Application Deadline: Monday 5th March 2018

Shortlisting: Wednesday 7th March

Interviews: Wednesday 21st March 2018

In-Situ is recruiting a new team member to co-ordinate and deliver our Environment Programme.

We are seeking a motivated and dynamic person, who is passionate and knowledgeable about socially engaged art and the environment and experienced in project management and fundraising.

In-Situ operates as a democratic, non hierarchical arts organisation: all team members are paid the same salary, and all team members are equally involved in decision-making and the development of the organisation, as such it is imperative that the new recruit is a team worker who openly contributes and shares ideas, knowledge and information. A creative approach is essential, as is enthusiasm and commitment.

In-Situ is an artist led organisation and we encourage applications from artists, especially those with a socially engaged approach practicing ecological and/or environment art.

In-Situ is embedded in Pendle, which benefits from a multi cultural community and we encourage applications from people based in the region and applications from diverse backgrounds.

How To Apply:

Please apply by sending:

- A letter of application (max 3 pages), outlining:
 - Why you are interested in the position of Environment Programme Coordinator
 - Details of relevant past experience, including commissioning, curating, project management and fundraising (links to past projects can be included)
 - Skills, interests, knowledge and personal attributes you will bring to In-Situ
- Full CV
- Name and contact details of 2 referees

Applications to be sent to Paul@in-situ.org.uk

To arrive no later than **Monday 5th March 2018**

About In-Situ

Based in Brierfield, Pendle, In-Situ was co-founded in 2012 by Paul Hartley, Kerry Morrison, and William Titley.

In-Situ's Vision is:

For art to be part of everyday life

For our art to challenge current thinking about environment, people, place and culture

For our art to be an art of action

For our art to contribute to society as a whole

Collaboration and co-production lies at the heart of In-Situ's practice.

Collaboration and collaborative inquiry are fundamental to our core structure and methodology: collaborating with local communities, partner organizations, artists, experts from other disciplines, and stakeholders. With a social and environmental approach, listening to people's concerns and aspirations through meaningful conversations, and working in collaboration, In-Situ nurtures into existence art that addresses local issues with the aim to make a positive difference to people's lives and the environment.

As a result of our embedded and collaborative practice, Art has become a part of the everyday culture of Brierfield and artists are a part of everyday life: like the butcher or the mechanic. This familiarity with artists - and art - enables In-Situ to delve deeper into the politics of place. With authenticity at all times, In-Situ's mission is to produce socially relevant art that makes a positive difference to our everyday lives.

As we've grown and developed as an organisation, we've embraced multi and trans-disciplinary approaches. This is reflected in our four-year programme 2018- 2022

In-Situ's 4-year program has four themes:

1. Art Utile,
2. Environment,
3. Intercultural,
4. Pedagogy

All themes are bound by a golden thread of methodologies: social art practice, socially engaged art, collaboration & interdisciplinarity. Interdisciplinarity forms critical insight embodied through collaborations, research, and practice across traditional disciplines and in the gaps between disciplines, specifically: art, sociology, anthropology, philosophy, science & ecology. Social Art Practice, Socially Engaged Art, and collaboration enable conversations, encounters, unrehearsed exchanges, and new creative actions in a space that blurs art and life. Together, new ways of seeing and knowing are explored and transformative outcomes are enabled.

In 2017, In-Situ was awarded Arts Council of England (ACE) NPO status, securing four years of core funding (2018-2022). In addition, ACE also awarded In-Situ a capital grant to relocate into their own premise: The Garage, Northlight Mill, Brierfield. The Garage is currently under renovation. We hope to be in move into The Garage in the summer of 2018.

Website: in-situ.org.uk

Twitter @insitu_1

Environment Programme Coordinator

Job description

Environment refers both to the rural and the urban landscapes of Pendle.

Our Environment programme explores the relationship between communities (human and non-human) and their local landscapes. In Pendle, this features a unique mix of urban and rural areas, and the interplay between the two.

The Environment Programme exists to enhance connections to, and appreciation of, the environment; and tackle environmental issues. To this end, the environment programme requires an interdisciplinary approach, integrating art with other disciplines including: ecology, geology, environmental science, geography, architecture and archaeology.

The Environment Programme Coordinator will be responsible for the delivery of our environmental programme. Full Duties listed below.

Environment Programme Coordinator Duties include:

- Full project management of In-Situ's Environment Programme. This will include:
 - Writing project briefs
 - Shortlisting and selecting artists and practitioners
 - Writing commission/residency contracts
 - Supporting commissioned practitioners: accommodation, logistics and risk assessments, introductions to partners, introductions to community groups, site visits, contacts including local suppliers and trades, general orientation, and general day-to-day project support.
 - Liaising with project partners and collaborators
 - Managing the Environment Programme Budgets
 - Preparing promotional materials for the Environment Programme including posters, text and images for press, e-newsletters, website and social media – working closely with PR and Coms
 - Regular social media posting
 - Conference/symposium/colloquium planning and delivery
 - Attending Environment Programme events, which may include evening and weekend working
 - Room and venue hire
 - Meeting ACE and project partner's reporting requirements for the Environment Programme: audience/user/participant/collaborator data, audience/user/participant/collaborator feedback, and project evaluation
 - Fundraising
 - Remaining abreast of contemporary art practice and environmental/ecological debate and knowledge

- Working closely with the In-Situ team including: attending and participating in team meetings, co-ordinating of events and PR, sharing information and contacts, sharing of ideas, sharing of knowledge, and grant/income generation
- Abide by In-Situ's Code of Ethics
- Support day-to-day running of The Garage: greeting visitors and general housekeeping

- Support the Financial Manager by sending/processing invoices/managing petty cash/expense claim processing and recording funding/income/donations to the Environment Programme
- Contributing to the general upkeep of office equipment, including: printers, paper, stamps and other stationery, ordering stock as necessary and liaising with other staff members as appropriate.
- Ensuring all mailing lists are kept up to date and passed onto PR and Coms.
- Championing In-Situ locally, regionally and nationally

Further Information on the Environment Programme

Working in partnership with the Forest of Bowland on the HLF funded [Pendle Hill Landscape Partnership](#) the Environment Programme will manage and deliver The Gatherings. The Gatherings aims to connect the rural Pendle Hill landscape to the everyday lives of communities living in near-by post industrial towns and villages and engage new audiences in the Pendle Hill landscape, its ecology and its histories.

The Gatherings consists of a series of commissions and residencies delivered (2018-2022) in tandem with other Pendle Hill Landscape Partnership activities and landscape restoration projects.

Commissioned artists will work in collaboration and alongside environment professionals including ecologists, conservationists, scientists and historians, for example, an archaeological excavation where the commissioned artist will collaborate with the dig team as part of a 12-week residency.

In 2018, there will be 3 Gatherings commissions:

1. *Material Culture Unearthed*: 12 week artist in residence; July - Sept
 - Collaboration between performative artist and archaeology team.
 - 5 week dig (R&D)
 - 5 week performance development
 - 5 performances - towns and villages around the hill
2. *Summit Stones*: sculpture commission
 - Working alongside a team restoring the stone paving at the base of the summit stone
 - Designing and carving stone sets reflecting histories, geology, myths, and views across Pendle
3. *Project Peat*: 6 week artist in residence R&D; September - Nov
 - Working alongside the Peat Restoration Team,
 - Taking an ecosystem service approach to develop a socio-ecological art work to be delivered autumn 2019

The Pendle Hill Gatherings programme has connected with two other HLF Landscape Partnerships: Galloway Glens, Dumfries & Galloway, Scotland; and Carbon Landscape, South Lancs, England. This partnership will host symposiums exploring inter/trans/multi disciplinary art and ecology approaches, ecological art research and socially engaged ecological art practice.

The Gathering will also host an annual Pendle Hill Gathering event bringing together all our activities and achievements and plans for the future.

In addition to managing and delivering The Gatherings, the Environment Programme Coordinator will be encouraged to develop other environment art initiatives across Pendle.

Environment Programme Coordinator Person Specification:

Essential

- Critical awareness and knowledge of contemporary art practice, specifically: socially engaged art, environmental/ecological art, non-gallery art, Art Utile, social art practice and art as activism
- Experience of working in, or knowledge of, environmental sciences/ the natural environment
- Experience of writing project briefs and commissioning artists
- Experience of supporting artists and practitioners
- Experience of art project management, inclusive of monitoring and evaluation
- Knowledge of current thinking around engagement and participation
- Experience of engaging communities
- Excellent inter-personal and communication skills
- Excellent public speaking and presentation skills
- Proven record of fundraising including successful grant/awards/trust applications
- Management of budgets over £10k
- Documentation skills – photography, writing
- Competent working knowledge of Word (excel, word, powerpoint)
- Ability to commit to occasional evening and weekend working
- Current Driving Licence
- Educated to undergraduate degree level (or equivalent)

Essential person attributes

- Pro-active, positive, co-operative and a team worker
- Self motivated and ability to work under own initiative
- Excellent communication skills
- Friendly, down to earth and approachable
- Ability to problem solve
- Respect for others
- Passionate about art and nature

Desirable

- Education to post graduate level in a subject relevant to this position
- Experience of partnership working
- Experience of organising conferences/symposia/colloquia
- Critical awareness and/or knowledge of community art
- Experience of general office/workplace procedures e.g. open office working, team meetings, sharing day-to-day tasks like brew making, washing up, and sarnie runs
- Experience of minute taking and accurate recording of meetings
- Experience of blogging
- Adept in social media
- Ability to use Photoshop or similar programs