

Art and heritage programme coordinator

May 2025

Our Big Picture is seeking a friendly, proactive, meticulous and experienced **Art and Heritage Programme Coordinator** for a part-time freelance contract between May to January 2026

The co-ordinator will work closely with the Our Big Picture team, artists, community participants (specifically children and young people and their families) community venue partner and programme producers to ensure the smooth and successful delivery of our 'Heritage of Creativity' programme and other arts projects.

Contract period: Minimum 40 days between May and January 2026.

Working hours:

Times between 9am to 4:30pm Monday to Friday and on a rota for 2 Saturdays of staff event overseeing. There is flexibility on working days, with a minimum of one day or two half days per week.

Fee: £26 per hour = (6hrs =£156 per day)

Based at: St James House and 17-21 Bethlehem Street, Grimsby DN31 1JN plus regional community venues.

Key dates:

Application deadline: Friday 23rd May 2025

Interviews: 26th & 27th May 2025

Appointment: 30th May 2025

How to apply: Please read the job detail below, then send your CV and covering letter to paula@ourbigpicture.co.uk.

Freelance Co-ordinator Job Pack

Our Big Picture

Founded in 2016, Our Big Picture is an Arts & Heritage registered charity based in the heart of Grimsby, NE Lincolnshire. Our Big Picture believes that everyone has the right to art in their lives. Through artists, we work inclusively with our communities to enable everyone to shape, take part in, experience, and enjoy art and heritage at its best, resulting in the collective exploration, learning, sharing, social change, and improving the lives of people from our communities.

Our Big Picture venue is a grade 2 listed building on Grimsby's high street. At present the building is under redevelopment and we have temporally moved out and taken another office in the town centre at St James House. Over the next eight months we are delivering a range of Arts and Heritage commissioned outreach arts and heritage projects across NE Lincolnshire.

Arts & Heritage Co-ordinator

The co-ordinator will work closely with Our Big Picture (OBP) arts and heritage programme manager, to support delivery artists and participants specifically children and young people (CYP). You will liaise with community venue partners

and programme producers to ensure the smooth and successful delivery of our newly commissioned Heritage & Arts 'Heritage of Creativity' programme.

This highly participative arts programmes will offer consistent activities across NE Lincolnshire inspired by their local heritage. It will see our Children and Young People create a living time capsule a '*Cabinet of Curiosity*', that will hold the heritage treasures that our Children and Young People cherish most for future generations.

We want audiences and participants to have the best possible experience, working within community settings the programme will be accessible and inclusive at every stage of project delivery. As part of the team you will ensure a high level of evaluation within an agreed format and process.

You will also support the team on other arts projects undertaken by Our Big Picture within the time period.

Role requirements:-

- A minimum of 2 years' experience of being part of delivery of a arts/cultural programme within communities
- Good communication and organisational skills
- Working with CYP is not essential but will be advantageous
- Excellent social media skills

If you would like to know about the role or would like to book an informal chat, please contact Paula@ourbigpicture.co.uk

Main responsibilities of co-ordinator:

Support the Arts and Heritage Programme manager and the wider OBP team in the successful delivery of the programme. Key responsibilities but not limited to:-

- Support Programme Manager in liaising with producers and booking artists ensuring they have full details of time and locations, materials needed and that they have read risk assessment, safeguarding and health and safety.
- Be the OBP responsible overseeing staff member at an event
- Support programme manager and admin with contract content, signing and follow up.
- Book venues and ensure OBP / Artists requirements are met
- Support the implementation of the marketing plan and support the curating of the social media for the programme
- Book photographers and videographers, ensuring they have details of time and location. Ensure that parental/young person approval forms are signed and recorded in line with GDPR
- Ensure the participants/carers/parents are informed of activities and you can answer any questions regarding attending free bookable and drop-in sessions
- You will be part of the team working on evaluation report up to mid-January 2026

