



**ricefield** Arts and Cultural Centre

Position title: **PROJECT COORDINATOR**  
Location: Ricefield Arts and Cultural Centre, Glasgow  
Salary: £20,000 per annum (fixed term 12 month contract, 30 hours p/w)

Ricefield is the hub for Chinese arts and culture in Scotland.

We are currently seeking an enthusiastic individual with a passion for arts and culture to manage Ricefield's creative and educational projects. These include visual art exhibitions, artists' residencies, our educational outreach programme and collaborative projects with other organisations. As the key member of staff, and supported by our volunteers, the successful candidate will have the opportunity to develop Ricefield and contribute to its strategic direction in conjunction with the Board. You will have substantial project management experience, preferably in an arts related discipline, and excellent interpersonal, facilitation & organisational skills.

Ricefield Arts and Cultural Centre is an equal opportunities employer.

## **JOB DESCRIPTION**

### **Specific Duties and Responsibilities:**

- To manage all aspects of Ricefield's creative and educational projects (planning, budgeting, coordinating, monitoring & evaluating, and reporting).
- To report regularly to and work closely with Ricefield's Board.
- To manage Ricefield's premises.
- To provide line management and support to volunteers.
- To act as point of contact for all of Ricefield's partners and funders, and so to ensure effective and timely internal and external communication and liaison regarding details and requirements of Ricefield's projects.
- To ensure compliance (in particular with OSCR, Companies House, and our funders) with appropriate legislation and good practice in health and safety, equal opportunities, accessibility and child protection.
- To identify funding needs and sources, to apply for funding and to explore income-generating opportunities to develop the sustainability of Ricefield.
- To network, establish and maintain relationships with partners in Glasgow, across the UK and abroad.
- To carry out relevant research to identify changing needs and trends in the sectors and communities Ricefield serves.

**This job description is a guide to the nature of the work. It is not wholly comprehensive or restrictive and may be reviewed as required.**

### **Ricefield Arts and Cultural Centre**

41 West Graham Street, Glasgow G4 9LJ / t: 0141 331 1019 / [www.ricefield.org.uk](http://www.ricefield.org.uk)

Registered company number: SC330231

Registered charity number: SC040160

## PERSON SPECIFICATION

### Essential

- Educated to degree level or suitable professional qualification.
- Track record in project management.
- Proven interest in the arts.
- Excellent organisational skills, great attention to detail and an ability to maintain accurate records.
- Excellent English language communication skills, both written and oral, and the ability to communicate effectively with a wide range of people including volunteers, partners, funders, audiences and the media.
- Ability to cope calmly under pressure, prioritise multiple tasks and work to tight deadlines.
- Ability to work both within teams and independently.
- Strong motivation to initiate and drive Ricefield's projects, and willingness to work flexible hours when necessary.
- A commitment to Ricefield's aims and objectives.
- Have a creative, practical and problem-solving attitude.

### Desirable

- Experience working as a key part of a small team.
- Knowledge of the arts in a voluntary sector context.
- Knowledge of funding sources.
- Experience working with or managing volunteers.
- Experience dealing with schools, local government, communities and arts & culture organisations.
- Understanding of issues surrounding professional development training for artists.
- Interest in East Asian culture.
- Ability to communicate in Cantonese and/or Mandarin.

**For more information or an application pack, please contact [lorna@ricefield.org.uk](mailto:lorna@ricefield.org.uk) or phone 0141 331 1019.**

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