

JOB TITLE:**London Residency Network Coordinator****REPORTS TO:****Curator/Director Flat Time House (FTHo) / London Residency Network Co-Leads****PURPOSE OF THE JOB:****To manage the activity of the London Residency Network****BACKGROUND INFORMATION****THE LONDON RESIDENCY NETWORK**

The London Residency Network is a recently established independent network for organisations providing domestic*, live/work artist residencies in London. The aim of the network is to promote best practice for residencies in London in dialogue with partners both across the UK and internationally. It aims to provide a network of peers for creative practitioners living in-residence across its members. It also acts as a working group for organisations with domestic residencies to share resources and ideas.

*By domestic we mean providing specialist live-in temporary accommodation for a resident artist.

Members include: 11:11, Cosmic House, Flat Time House, Kenneth Armitage Foundation, The National Trust, Studio Voltaire, Van Gogh House, The White House (Create).

ABOUT THE ROLE

We are looking for a freelance coordinator to manage and support the development of the network. The time allocated to the role is 24 days @ £150 per 8-hour day over the course of 1 year. We expect these hours to be fairly evenly spaced over the course of a year, roughly at a ½ day per week, but exact hours of work would be flexible and negotiable with the individual.

The role would suit a freelance arts administrator who is able to independently manage their time and workload. The role could be remote or hybrid, but we would expect the candidate to attend network events every 2 months in person. Initial contract for 1 year with the possibility of renewing.

Optional desk space is provided by Flat Time House (This includes access to archives and research materials pertaining to the Artist Placement Group. This organisation, founded 1966, is widely recognised as a catalyst for many artist-in-residence programmes and community schemes both in the UK and internationally.)

ACTIVITIES INVOLVED:

1. To manage, in conjunction with London Residency Network members, general administration related to the network and act as a point of contact for the network. This includes liaison with partner institutions, artists, curators and partners.
2. To coordinate, arrange and attend London Residency Network meetings, and events with partner institutions. To take minutes, share with members, and follow up on action points.
3. To act as a point of contact and public face for the London Residency Network, promoting the work of the group to potential partners.
4. Collating and distributing relevant information about member programming and residency activity for member organisations.
5. Work flexibly including events that could take place on evenings and weekends. You must be able to work either from home or from Flat Time House (Peckham, South London).
6. Managing small purchases.
7. To manage general email enquiries or field to the appropriate London Residency Network member.
8. To coordinate six gatherings for artists resident at member organisations each year, taking place every two months. Organisations will take turns to organise and host in sequence, but the administrator should be the point of liaison.
9. To work flexibly including some evenings and weekends.
10. To comply with Health & Safety and Equal Opportunities Policies.
11. To undertake any other duty, which may reasonably be allocated by the London Residency Network.

SKILLS REQUIRED:

Able to self-start, take initiative and manage a flexible workload in dialogue with others
Welcoming, with experience of working with a wide range of artists, key stakeholders and individuals from varied backgrounds
Passionate about contemporary visual arts and artist residencies
Experience of managing mailings lists and communications
Attention to detail, high level of organisational skills, multi-tasking and prioritising
Comfortable working with international artists, organisations and partners
High level of written English
Must have own computer

Freelance Position

Flexible Hours

Salary: 240 hours at £18.75 per hour. This equates to 24 eight-hour days or 48 four-hour ½ days.

Start Date: March 2024

End Date: March 2025

To apply please send a CV with one page cover letter to: info@flattimeho.org.uk with London Residency Network Coordinator Application as the email subject

Application Submission Deadline: 10am, Wednesday 7 February 2024

Interviews to take place on week of 4 March 2024

Unfortunately we are unable to give feedback on unsuccessful applications