**Job Description: Production Coordinator**

Hours of work: 28 hours per week

Salary: £ 25,444 PRO RATA (Actual Salary: £ 20,355); Plus 6% Employer’s Pension Contribution

Holidays: 25 days per annum plus 12 public holidays PRO RATA

Reporting to: Director of Creative Development, Delivery and Engagement

 Main Purpose: To work closely with the other Production Coordinator and colleagues across Glasgow Women’s Library to meet a range of production needs so that GWL events and learning programmes, both digital and in-person, are successfully delivered

Main Duties and Responsibilities:

* To ensure that all events and exhibitions within GWL’s learning programmes (whether digital or in-person) are provided with all the specific resources and capacity needed for successful delivery
* Management and maintenance of GWL events, display and documentation equipment, and management of hiring of external equipment from suppliers and contractors as necessary
* Liaising and planning with GWL colleagues regarding room bookings, usage and staffing, including compiling rotas for the staffing of events; and, in the case of digital events, to ensure that all resources are provided and accessibility needs met
* To ensure that events are documented with accessible, organised digital records kept accordingly
* To develop and sustain positive professional working relationships with a range of partner organisations, artists, writers and other creatives
* Networking with relevant individuals and organisations to promote and deliver learning and events programmes digitally, at GWL, and in outreach locations, and champion GWL as an events and exhibitions venue
* To keep the GWL Senior Management team appraised on developments in the field of production management, including in areas related to digital access, to ensure the future-proofing of the organisation, and to support on funding applications where relevant
* To respond to relevant telephone, written and email enquiries and to engage with a range of Social Media in relation to the Post
* Training and supporting a small team of volunteers, and internships, where relevant
* Attend and contribute to regular staff team meetings and supervision sessions, and undertake appropriate training and staff development
* Undertake any other reasonable duties, appropriate with the job title, as may be determined by Glasgow Women’s Library, and work within its policies and procedures

**Person Specification: Production Coordinator**

The Person Specification is designed to let applicants know what is required in relation to the attributes of a successful candidate. The Person Specification is divided between 'essential' and 'desirable' attributes. In order to convince the selection panel that you should be short-listed for interview, you must be able to show that you meet all the essential requirements. If you can also meet some or all of the desirable requirements, then you will have further advanced your case for a successful application. Please try to structure your own answers on the application form to show the panel how you meet these requirements, especially the essential ones. If you are called for interview, the panel will ask you questions specifically designed to confirm your ability to meet such requirements.

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| **Skills and Abilities** | **Essential** | **Desirable** |
| A high level of skills in production coordination, with a track record of successful delivery of events in the arts, cultural and / or heritage sectors, both in-person and digitally | √ |  |
| Ability to work with a broad range of groups and individuals (with a range of lived experiences and needs) with confidence, patience and sensitivity | √ |  |
| Excellent organisational skills, with the ability to manage a wide range of tasks and meet deadlines | √ |  |
| Ability to think creatively | √ |  |
| Ability to work as part of a dynamic team | √ |  |
| Ability to use own initiative and organise own workload | √ |  |
| Excellent communication, presentation and interpersonal skills, both written and verbal | √ |  |
| Good IT skills, including Microsoft Office, online events / streaming, and Zoom experience | √ |  |
| Ability to work flexibly including evenings and occasional weekends if required  | √ |  |
| **Experience** |  |  |
| Management and maintenance of events, display and documentation equipment such as cameras, IT and projectors  |  | √ |
| Experience of facilitating the successful delivery of events and activities, in-person and digitally | √ |  |
| Experience of liaising with and working effectively in partnership with other organisations and with creatives | √ |  |
| **Knowledge** |  |  |
| Knowledge of developments and good practice in the area of digital access | √ |  |
| A knowledge and understanding of intersectional feminism and structural inequalities  |  | √ |
| Knowledge, experience and / or interest in feminist organisational working  |  | √ |

**CLOSING DATE FOR APPLICATIONS: 12 noon on the 1st February 2022**

**Please email the completed application form, Parts 1 and 2, to** **apply@womenslibrary.org.uk**

**Interviews will take place on 17th February 2022**

**Applications will be accepted from women only under Schedule 9, part 1 of the Equality Act 2010.**