



ALCHEMY FILM & ARTS

JOB DESCRIPTION

PROJECT COORDINATOR

HAWICK IN COMMON



Alchemy Film & Arts seek an experienced Project Coordinator to lead on the delivery of **Hawick in Common**, an ambitious two-year project exploring the histories, cultures and heritages of Hawick through the creative lens of film.

Working with Alchemy's Directors, Engagement Coordinator, creative practitioners, project partners and wider stakeholders, the Project Coordinator will lead on the overall coordination of project plans and programmed activities, milestones tracking, evaluation, sustainability, safeguarding, and legacy.

They will uphold Alchemy's values, policies and frameworks in the delivery of a positive and meaningful film and heritage project.



THE PROJECT

Hawick In Common is an ambitious two-year project engaging with the histories, cultures and heritages of Hawick through the creative lens of film.

Across two years, Alchemy Film & Arts will collaborate with local communities, creative practitioners and key partners, including youth groups and community interest groups, providing creative opportunities to shape the vision and voice of Hawick's heritage and cultural identity.

The project will manifest as:

- a two-year programme of public engagement events and activities exploring Hawick's heritage through film- and arts-based methods;
- an 18-month community filmmaking and creative mentorship programme;
- a skills development and training programme focusing on the researching and preserving of social histories and alternative archives through film and film-adjacent means;
- the establishment of a steering group to inform the project's direction and schedule of events;
- the production of a new feature film about Hawick and its centuries-old Common Riding traditions.

Hawick In Common is made possible with **The National Lottery Heritage Fund**. Thanks to National Lottery players, these five strands will unfold across two years, crossing over at relevant points to form a rich town-wide and town-led project.





ALCHEMY FILM & ARTS



Alchemy Film & Arts is based in the Scottish Borders town of Hawick. We work with communities and artists both locally and internationally, using film as a way to come together, have conversations and strengthen community.

Across a year-round programme of screenings, workshops, residencies, community filmmaking and the internationally renowned Alchemy Film and Moving Image Festival, we strive to create spaces in which collective expression, creative learning and critical thinking can take place.

We are constantly questioning the broader contexts in which we live and work. Through collaboration, partnerships and a critically engaged practice that places inclusion, equity and social justice at its centre, we aim to put Hawick on the map as Scotland's Film Town, and contribute to a fairer creative industry.

Our team takes pride in the care and clarity with which we deliver our work, and in the warmth and hospitality for which we are known. In all that we do, we value openness, experimentation, creativity, solidarity and humour.



PROJECT COORDINATOR

The Project Coordinator is an integral role in the delivery of ***Hawick In Common***'s aims, objectives and outcomes.

Alchemy is looking for a creative individual with skills and experience in project management and partnership development, to coordinate this new and ambitious two-year project.

Working with Alchemy's Directors, Engagement Coordinator, creative practitioners, project partners and wider stakeholders, the Project Coordinator will lead on the overall coordination of project plans and programmed activities, milestones tracking, evaluation, sustainability, safeguarding, and legacy.

They will uphold Alchemy's values, policies and frameworks towards the delivery of a positive and meaningful film and heritage project. This post will include training and professional development opportunities.

RESPONSIBILITIES

- Manage project timelines, resources, and deliverables
- Manage recruitment of participants and community partners
- Develop and manage partnerships relevant to distinct project strands
- Develop and deliver effective evaluation strategies
- Prioritise meaningful long-term planning, project-legacy and sustainability throughout the project
- Work closely with Engagement Coordinator to develop and deliver creative mentorship programme
- Coordinate and deliver a local, national and international tour of film outcomes of the project
- Recruit and maintain steering group with a diversity of lived experience
- Project management of film-based productions
- Project management of two-year public and participatory engagement programme



- Ensure accurate, in-depth, collaborative and diverse research is gathered and maintained throughout the project
- Ensure all aspects of the project are accessible and inclusive to audiences and participants
- Manage digital file storage relating to the project
- Uphold Alchemy's values and policies

REQUIREMENTS

- At least 2 years of experience in a project management role within a similar organisation/project
- Advanced experience in partnership development and coordinating projects with multiple stakeholders
- Budget handling experience at an equivalent scale to this project
- Experience of reporting to funding requirements and deliverables
- Advanced knowledge of the heritage and local cultures in focus – Hawick and Hawick Common Riding
- Knowledge of Scottish film and visual arts sectors and practices
- Experience of socially engaged community-led projects
- Skills in evaluation and legacy-building
- Excellent communication skills
- Ability to work independently and as part of a team
- Excellent time and task management skills
- Advanced skills in organisational systems, planning and processes
- Advanced skills in Microsoft and Adobe suites
- Interest in community regeneration
- Understanding of our rural working context and barriers related to cultural participation



TERMS

Salary

£25,000 per annum

Working Hours

Four days or 32 hours per week, within a five-day week

Flexibility is required for event-based work, to which TOIL is applied

Term

24 months, fixed term contract

Location

Alchemy Film & Arts, Hawick, Scottish Borders

Holiday

23 days holiday per year

Reports to

Alchemy's Directors

APPLICATION

To apply for the **Hawick In Common** Project Coordinator position, please submit the following to Rachael Disbury, rachael@alchemyfilmmandarts.org.uk, by 5pm on Thursday 17 August:

- **CV** demonstrating your skills and experience suitable to the role.
This can be submitted as a PDF (one side of A4 suggested), or as an audio or video recording (no more than two minutes in length).
- **Cover Letter** detailing who you are, what draws you to the role, how your skills and experience make you a good candidate for the role, and your ambitions within the two-year project.
This can be submitted as a PDF (two sides of A4 suggested), or as an audio or video recording (no more than four minutes in length).
- **Contact details of two referees**



Please include the line 'Project Coordinator Application' in your email subject and include your name in the title of all attached files.

Please also complete an anonymous Equal Opportunities Monitoring Form, which can be accessed here: alchemyfilmandarts.org.uk/equality-monitoring

Deadline for application

Thursday 17 August, 5pm

Notification of interview

Monday 21 August

Interviews

Friday 25 August

Interviews for this role will take place in person in Hawick. We will provide interview questions in advance and will inform interviewees of who will be present on the panel. We can support travel costs related to the interview, and can provide additional support in terms of access provision – please notify us of access measures you require.





MORE INFORMATION



We encourage anyone interested in applying for this role to get in touch with us before making an application.

You can email Alchemy's Directors Rachael Disbury and Michael Pattison (rachael@alchemyfilmmandarts.org.uk / michael@alchemyfilmmandarts.org.uk) to arrange a suitable time.

Alchemy Film & Arts places inclusion, equity and social justice at its centre.

We encourage applications from individuals who experience barriers to working in creative and rural contexts, and will work to ensure appropriate support and infrastructure in accordance with this.

Alchemy Film & Arts is committed to ensuring that your privacy is protected and will only use personal information and data provided in line with our GDPR and Privacy Policy: alchemyfilmmandarts.org.uk/privacy-policy

Images by Sanne Gault at Alchemy Film and Moving Image Festival 2023

Alchemy Film & Arts is a registered Scottish Charity: SC042142



About The National Lottery Heritage Fund

Using money raised by the National Lottery, we **inspire, lead** and **resource** the UK's heritage to create **positive and lasting change** for people and communities, now and in the future.

www.HeritageFund.org.uk.

Follow @HeritageFundUK on [Twitter](#), [Facebook](#) and [Instagram](#) and use #NationalLotteryHeritageFund

Follow our Scottish accounts @HeritageFundSCO on [Twitter](#) and [Facebook](#)

Each week, National Lottery players raise £30 million for good causes across the UK.