

Edge Arts Community (EAC) – EAC Postgraduate Coordinator

Thank you for your interest in becoming the **EAC Postgraduate Coordinator**. Please read the below information carefully before applying.

Job purpose:

The Edge Arts Community (EAC) is a thriving, creative network run by and for University of Bath students. It is **free** to join and open to all undergraduate and postgraduate students studying at Bath. The EAC aims to inspire creativity across campus and encourage more students to get involved in arts activities.

The EAC is led by 2 Supervisors, a Marketing Coordinator, 3 Event Coordinators and a Postgraduate Coordinator who are employed on a casual basis alongside a voluntary Steering Group who make important decisions about the future direction of the EAC.

The Steering Group meets, once a semester and is open to all EAC members.

The **EAC Postgraduate Coordinator** works closely with EAC colleagues and the Steering Group to plan and deliver EAC events with a focus on Postgraduate students including; Freshers' Week, Open Days, workshops and socials. They act as a representative of the University's Postgraduate community and help to ensure The Edge is effectively serving Postgraduate students.

For more information about the role, please contact Alex Homewood (a.m.homewood@bath.ac.uk)

Key Responsibilities:

- To work collaboratively with the EAC Supervisors and Steering Group members to devise and implement a programme of events and development opportunities for Postgraduate students signed up to the Edge Arts Community.
- To plan, organise and promote exciting creative workshops, exhibitions, trips, shows and opportunities to increase Postgraduate student engagement and develop artistic practice across campus.
- To support the EAC Marketing Coordinator to produce and share promotional material via the Edge website, EAC newsletter and social media platforms.
- To act as Duty Manager during EAC events aimed at Postgraduates, welcome new participants and encourage participation from the student community.
- To support the award of Edge Arts Development funding to successful student applicants.

- To work closely with the Arts Office University Arts Development Manager and University Arts Assistant who coordinate wider Arts programme activity on behalf of the University.
- To devise and implement a strategy (in collaboration with colleagues) to engage more Postgraduate students in creative pursuits.
- To build and nurture relationships with the Postgraduate Association (PGA) and the SU Postgraduate Officer.
- To collaborate with the PGA on specific EAC events where appropriate.
- To provide Postgraduate student perspectives and feedback from the wider Edge Arts community in appropriate forums.
- To help raise awareness of the arts on campus and regionally, and to encourage increased participation amongst students.
- To become an ambassador for the Edge Arts Community at public-facing events including; Freshers Week, Open Days and Refresh.
- To become a part-time member of the Office for the Arts, supporting student focussed projects and advocating for the arts more broadly.
- To be available at short notice, and to work flexibly as required.

Person Specification:

We are looking for someone who is passionate about the arts and is keen to develop their creative skillset. You will need to possess the following attributes:

- Self-motivated and proactive
- Able to work both independently and as part of a team
- An active listener
- Clear interest in and passion for creativity
- Strong communication and networking skills
- Good planning and administrative skills
- A collaborative spirit
- Flexible working approach

To apply, please email your CV along with a covering letter to Alex Homewood, Student Arts Development Manager (a.m.homewood@bath.ac.uk). Your covering letter should outline your experience and how you meet the person specification. The deadline for applications is **Friday 11th October 2019**.

This role will be offered for one year 2019/20 with the option to review before the 2020/21 academic year. The EAC PG Coordinator will be paid for up to 10 hours per week at £9.00p/h & Holiday Pay = £10.09