

Coordinate multi-partner projects and live events

Overview

This Standard is about co-ordinating arts projects or live events with multiple partners. They could be in the community arts or commercial sectors and could include programmes of activity, exhibitions and festivals.

It involves assisting with partnership liaison, researching existing provision, contributing towards terms of reference, contracting artists and booking equipment and collating and storing the information needed to monitor and evaluate activity. Excellent organisational and communication skills are essential as well as self-motivation.

This Standard is for anyone involved with co-ordinating multi-partner community arts projects or live events.

Performance criteria

You must be able to:

1. research information from reliable sources about existing local provision
2. present researched information to partners in agreed formats
3. prepare terms of reference with mutually agreed criteria, suggesting additions or amendments to partners when appropriate
4. monitor and report the results of health and safety requirements and risk assessments in line with organisational procedures
5. organise activities for projects or events that meet terms of reference and criteria
6. identify, source and secure equipment and artists required for partnership projects or events in line with organisational procedures
7. carry out agreed actions in line timetables for projects or events
8. consult on and gather information which is relevant to evaluation of multi-partner projects or events
9. store information about multi-partner arts projects or live events in appropriate organisational systems

Knowledge and understanding

You need to know and understand:

1. the breadth and depth of existing arts, education or other provision that is relevant to the projects or events on which you are working
2. how to prepare terms of reference and when it is appropriate to suggest amendment
3. the role and key responsibilities of all partnership members
4. how to organise activities and events with or for partners
5. how to produce appropriate arts projects or live events that engage the target audience
6. organisational procedures for contracting artists and booking equipment
7. how to organise yourself and others
8. communication methods for the projects or events on which you are working
9. how to remain motivated even when things don't go to plan
10. policies and legislation relevant to partnerships
11. the importance of monitoring, evaluation and appropriate dissemination
12. how to adhere to work schedules
13. how to document and maintain records

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Suite Delivery of Arts Projects and Live Events

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