



JOB DESCRIPTION

Job Title: Community Engagement Coordinator

Reports to: Gallery Manager

Hours: Part time - 25 hours per week. Fixed term 12-month contract.

Salary £26,000 per annum pro rata

Location: The Base, Greenham and other local venues as required
As part of your normal working week administrative work will take place in our office location, with delivery work being across a range of locations – including community venues and schools.

Holiday entitlement: 20 days per annum, rising by one day per year to a maximum of 25 days plus bank holidays. (Pro rata for part-time workers)

OVERVIEW

This exciting new role will take The Base's engagement work to the next level and is vital to building on the success of The Base's learning and participation programme. You will be passionate about the benefits of arts engagement and able to share this enthusiasm with others, organising enriching and exciting experiences for everyone. You will be involved in creating and delivering engaging and innovative programmes of work that align with our objectives and plan an exciting and varied range of visual arts activities, with a particular focus on working inclusively with young people both in and out of formal education.

You will develop and deliver a range of creative projects and activities, both within and outside of our venue. You will deliver and facilitate a wide range of workshops and sessions as part of The Base's core courses and workshop programme. You will also work closely with the fundraising team to ensure these projects are planned and budgeted as part of our wider strategy. Administration, monitoring, evaluation and reporting, supporting projects from start to finish, will therefore be a key element of this role. You will work closely with the Corn Exchange Learning and Participation team to ensure a cohesive approach to schools and local groups.

The successful candidate will have a visual arts and/or craft background.

This is a varied role suited to someone looking to enhance their creative practice and utilise their project management skills. You will be proactive, enthusiastic and have strong organisational skills, able to work quickly and manage your time well. You will work with confidence and initiative, and enjoy working with people of all ages, seeking ideas, finding solutions and delivering activities that support individuals to learn new technique, develop skills, have fun and benefit in a range of ways.

MAIN RESPONSIBILITIES

- Develop, coordinate and deliver high-quality visual arts engagement and participatory projects across schools and community settings
- Devise and deliver regular venue-based activity as part of our engagement programme
- Project manage and undertake admin tasks to ensure successful delivery
- Support the wider work of the team

MAIN DUTIES:

Delivery

- Devise, co-ordinate and lead creative projects with schools and community groups (across a variety of settings)
- Lead and develop venue-based activity as part of the growing programme of courses and workshops
- Coordinate and work with external partners to devise, coordinate and deliver workshops and community sessions for funded projects, as required
- Support The Base events, working with the team in the successful set up and delivery of the arts and crafts fairs, and overseeing engagement and family activities
- To facilitate teacher network events and similar activity

Project coordination

- To create links between The Base's arts programme, professional exhibition programme and opportunities for schools and youth settings and to co-ordinate projects and visits
- To create and deliver robust project plans, to time and to budget
- To work with the Development Officer, and the wider Corn Exchange team, to research, identify and support funded project applications and build relationships with funders
- To lead and coordinate community engagement competitions which complement the exhibition programme, working with the Gallery & Events Co-ordinator
- To co-ordinate the set up and smooth running of creative projects, including partner recruitment, logistics and transport arrangements where needed
- To work with the Corn Exchange Learning & Participation team to cultivate existing relationships with schools and youth settings, as well as continuing to develop new partnerships
- To ensure evaluation and monitoring data is collected, recorded and monitored for all projects and activities, supporting the reporting process when necessary.
- To ensure all Health & Safety, GDPR and Safeguarding policies and procedures are followed, and shared and complied with by relevant parties

Communications and Administration

- Maintain excellent, clear and effective communication with all parties, whilst adhering to GDPR rules
- Prepare contracts and schedules for school and community project partners
- Liaise and contract with freelance practitioners for projects, as and when required
- To provide accurate information and maintain regular communication with the Corn Exchange teams, so that the engagement programmes can be managed effectively across all venues and communications with participants remain clear and consistent
- To work proactively with the team to ensure projects are delivered to a high standard, to develop and increase participation and advocate for the work we do at all times
- Support with maintaining internal logs, records and databases
- Maintain up to date accurate budgetary records and monitor project budgets; ensuring that financial procedures are complied with at all times

Health & safety

- To act as Safeguarding lead for The Base
- To ensure that all activities comply with The Base's Health and Safety policy

- To carry out necessary risk assessments, working with the Gallery and Events Coordinator as necessary
- Adhere to The Base's Safeguarding Policy and be aware of safeguarding responsibilities within the team.

OTHER

- To demonstrate a commitment to The Base's core values
- To publicly represent The Base in a prepared and professional manner and to maintain confidentiality as appropriate
- To create a friendly and welcoming atmosphere for users of The Base, as well as associated venues
- To undertake any other duties which may reasonably be requested, including working some weekends and evenings as necessary

Please note that this is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and the line manager from time to time.

PERSONAL SPECIFICATION

The successful candidate will

- Have experience in leading creative (visual arts and/or craft) sessions
- Enjoy being able to multitask and work efficiently with both administrative and practical delivery work.
- Have exceptional administrative skills
- Be open, friendly and enjoy meeting and talking to new people
- Be highly organised with excellent attention to detail
- Be able to work under own initiative, pro-active and able to work flexibly

This role requires regular commuting to schools and other locations. Therefore, access to a car would be ideal for ease of travelling to rural locations. (Travel expenses paid).

This role is subject to an enhanced DBS check.

Additional Benefits

- 10% discount in Honesty at The Base café
- 20% discount in Corn Exchange café and bar
- Free theatre, film and exhibition tickets for the Corn Exchange & The Base
- Free access to our small car park
- A day off for your birthday
- A day off for Wellbeing activity

We offer training to our staff members to help them develop and progress and have a strong focus on wellbeing within the organisation. There is the opportunity to join a staff working group – Environmental Action, Equity and Inclusion, Fundraising, and Wellbeing

About Us

The Base opened in February 2019, in partnership with Greenham Trust and Corn Exchange Newbury. A purpose-built visual arts and craft venue, it comprises of a 110sqm gallery, artists' studios and a workshop space for participatory classes. We present a varied programme of touring exhibitions alongside work from local artists. The Base is home to 8

visual artists and crafts makers, working across a variety of mediums, whose studios upstairs are available for visitors to access to see the creative process.

The Base became a Charity in June 2022 and is overseen by a Board of Trustees/Directors. The Base Board outsource the management of The Base to the Corn Exchange Newbury Trust.

The Corn Exchange is a regional arts venue in Newbury comprising a 400-seat auditorium, a 40-seat independent cinema and a Cafe and Bar; 101 Outdoor Arts – the National Centre for Art in Public Space for the development of large-scale outdoor performances, creation and rehearsal space and on-site accommodation. In 2026 our new facility- the Old Library- opened as our new learning centre studio, a space for community connection and collaboration and a bespoke 94 seated performance space.

AI in Applications

We recognise that candidates may choose to use artificial intelligence (AI) tools to support the preparation of their job applications. When used appropriately, AI can be a helpful aid in structuring responses, checking clarity, and improving presentation.

However, applications must reflect your own skills, experience, and understanding and in your own words. If an application appears to rely excessively on AI-generated content, it may not meet the required standard and could be rejected.

It is easy to spot applications which have relied on AI. We therefore encourage all applicants to ensure their submissions are authentic, tailored to the role, and clearly demonstrate their own knowledge, experience, and suitability.

Equal Opportunities

The Base, together with Corn Exchange Newbury Trust, is committed to equal opportunities for all. We believe that a diversity of perspectives enriches our work and we have an equality of opportunity approach that aspires to give everyone the chance to achieve their potential.

Please find our Equal Opportunities monitoring form on our website. This information will be used to enable us to continue to develop policies and procedures regarding diversity and to submit required data to our funders. The information you supply will not be made available to anyone, including recruiting managers, in any form other than anonymous data.

We are a Disability Confident Committed employer and will guarantee an interview to any applicant who self-identifies as deaf or disabled, or from a global majority background, and who also meet the Essential Criteria. If you regard yourself as having these characteristics, please state so clearly on your cover letter.

If we can support your application by offering an alternative format, please do let us know by contacting **Sara Price** sarap@cornexchangenew.co.uk. Likewise, we want to ensure interviews are as accessible as possible, so please do let us know in your application if there is anything we can do to support this.

This application process will close on **Sunday 13 September**.

Applications will not be considered without a cover letter.

Please see The Base vacancies page on our website for more details.