

Book Works
19 Holywell Row
London EC2A 4JB
www.bookworks.org.uk

May 2018

Dear Applicant

Catalyst Evolve Project Coordinator for Book Works
Deadline for applications: 6 June 2018
Interviews: 15 June 2018
Start date: to start July 2018

Thank you for your enquiry about the Project Coordinator position at Book Works.

Please fill in the application form including a short outline of why you think you'd be suited to this job, and what skills and experience you could bring to it (500 words maximum), and post your application together with your CV and equal opportunities form to Jane Rolo, Book Works, 19 Holywell Row, London EC2A 4JB (ref Project Coordinator).

We can only accept applications sent as hard copy. No emails please.

We will let you know if you have been shortlisted, and will be interviewing successful candidates on 15 June at Book Works.

Due to the anticipated volume of applicants we will not contact you unless you have been shortlisted, so if you do not hear back from us please assume you have not been successful on this occasion.

Please contact jane@bookworks.org.uk if you need any further information.

Best wishes

Jane Rolo
Director, Book Works

Catalyst Evolve Award (2016-2019)

General information

Our activities over the first two years of this award scheme from Arts Council England have proved successful, and have led to several new funding streams and raised awareness of our activities beyond our existing networks. In addition to our funding from ACE as a National Portfolio Organisation, and grants raised from other public and academic funds, we set a target, to be matched funded by ACE, of £70,000 by July 2019. We are very pleased to report that during the first two years of the scheme we will have managed to achieve this target.

New partnerships included working with the Freedom Festival in Hull on *Beyond Words*, a series of commissioned publications, residencies, and exhibitions in libraries and special collections across the city – including artists Lubaina Himid, Ruth Ewan, Helen Cammock, Hannah Dawn Henderson amongst others, and funded by the James Reckitt Library Trust. Artists' publications with Slavs and Tatars and Bouchra Khalili have attracted funding from their commercial galleries: Galerie Polaris, Paris; ADN Galeria, Barcelona; Raster Foundation, Warsaw; Third Line, Dubai; Tanya Bonakdar, New York; and Kraupa Tuskansy Zeidler, Berlin - a relatively new source of funding for us and one that we hope will bring more international exposure and readership.

Campaigns have included a successful Kickstarter for *Upcycle This Book* by Gavin Wade, bringing advance orders on the book as part of the rewards, and wide publicity for this new title. Our *Blinded by Love* Raffle was also hugely successful, with prizes donated by Tacita Dean, Slavs & Tatars, Douglas Gordon, Broomberg & Chanarin - all artists with whom we've worked. The 'print edition' raffle ticket by Broomberg & Chanarin meant everyone won a prize in the form of an editioned print. The venue for the evening was kindly provided by Hollybush Gardens. We are planning our next raffle party event for November 2018 to build on this model.

Also new for Book Works, are the Book Club events held at Holywell Row, to attract new supporters and offer existing ones a chance to get to know Book Works, our trustees, and the artists, writers, editors and designers we work with, more closely. The first three events have been with: Katrina Palmer (artist) and Lisa Le Feuvre (curator and writer) - offering an insight into the processes involved in Katrina's work as a writer and sculptor; Mark Dion (artist) in conversation with Gilda Williams (writer, editor and critic) talking about his new show at the Whitechapel Gallery, and the reprint of his book *Bureau of the Centre for Study of Surrealism and its Legacy* published by Book Works; and Book Works director Rob Hadrill talking about the Studio practice, designing and producing work for artists such as Douglas Gordon, Beatrice Milhazes, Damien Hirst etc., and talking with Michael Mack, publisher and Director of MACK art and photography books.

For the third year of Catalyst we hope to build on these new initiatives and publicise our programme in order to raise awareness of what we do, and how people might get involved in supporting our organisation. We aim to set new targets and to plan for the legacy of this award and future directions for development at Book Works.

For all further information about Book Works please visit our website www.bookworks.org.uk

Catalyst Evolve Project Coordinator for Book Works (18 months fixed term post)

Book Works received a Catalyst Evolve Award from Arts Council England (ACE) to enable us to diversify our funding streams, particularly to seek out new supporters, trusts and foundations, through crowdfunding initiatives, special events, and networking, and to raise our profile as an art publisher commissioning an ambitious programme of artists' publications and projects.

ACE is match funding any money we raise, pound by pound, up to £70,000 over 3 years (August 2016 – July 2019).

Book Works has a Catalyst Development team made up of Book Works staff and trustees focused on developing our new integrated fundraising strategy as well as how we promote Book Works to potential supporters and new audiences.

We are now over halfway through the project and are looking for a new project coordinator to help us with this fundraising initiative, to coordinate the scheme and help publicise Book Works, and to provide administrative support for Book Works Catalyst Development team.

Job Specification

This job will offer an opportunity to work as part of our team here at Book Works, and would be suitable for someone who already has some experience of fundraising and publicity in the arts sector, and who would like to support the development of a small arts organisation.

Book Works has an Equal Opportunities policy and welcomes applications from all sections of society particularly BAME applicants.

You will:

- Work closely with our Directors - Jane Rolo and Rob Hadrill; Editorial and Marketing Development Manager Gavin Overall, as well as our Catalyst Development team chaired by Reema Khan (trustee) who will be meeting regularly to develop this project.
- You will manage information input and updates in our Supporters' database and assist us in the development of the database itself.
- You will help manage and develop relationships with potential funders, and assist with applications to trusts and foundations.
- Coordinate communications, including news and event updates, with existing supporters, and organise our Book Club events for supporters.
- Assist with publicity and promotional campaigns, reaching out through press/media contacts, mail-outs and social media networks, as well as helping

with crowdfunding campaigns and special fundraising events such as our annual raffle to be held in November 2018.

- Attend all relevant meetings, take minutes and circulate updates as necessary, co-ordinating actions and targets decided on.
- Have the opportunity to join some of our specialist training sessions at Book Works.

Person Specification

Essential

- We need someone who has both some fundraising and publicity experience in the arts sector.
- Someone who is highly self-motivated and organised, confident of working on their own, but also as part of a team.
- Someone who has arts administrative/marketing experience, including working across social media platforms, is essential.
- The ability to manage database systems, has excellent communication skills and an interest in development and fundraising in arts organisations.
- We are looking for someone who has a good general knowledge of contemporary visual arts.

Desirable

- Someone who has interest in contemporary/independent art book publishing.
- Experience of how supporters' schemes work for charities would be advantageous, and has contacts in press/media to help build up our profile to potential supporters and customers for our books.

Terms and conditions

Fixed term contract July 2018 – end of December 2019 (18 months)

To start July 2018

1 day per week subject to contract and negotiation/or freelance terms to be agreed.

Salary £5,713 (£28,565 pro rata)

Place of work: Book Works, 19 Holywell Row, London EC2A 4JB

Normal working hours 10am-6pm, including one hour paid lunch break, although there may be additional days as necessary by agreement. 6 days paid holiday (inclusive of bank and public holidays), probationary period of 3 months. All terms are subject to contract, flexible working hours considered.

(Some work may be done out of the office, but regular contact with Book Works team will also be necessary).

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| Book Works Application Form |
| Catalyst Evolve Project Co-ordinator |
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| Name |
| Address and postcode |
| |
| Telephone |
| Email |
| |
| Date of Birth |
| |
| Are you self-employed? Yes/No |
| If no give details of your current/last employer |
| |
| |
| |
| Please supply names and address of two referees: |
| One should be your present/most recent employer (if appropriate) |
| |
| Name |
| Position |
| Address and email/telephone |
| |
| |
| Name |
| Position |
| Address and email/telephone |
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| Should you be short-listed, do you have any objection to references being obtained prior to interview? Yes/No |
| |
| Reference/Catalyst Evolve Project Coordinator/May 2018 |
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Equality Monitoring Form

Book Works is committed to be an equal opportunities organisation and has an equality policy aimed at promoting opportunity and access irrespective of identity based on race, colour, nationality, ethnic or national origins, gender, sexual orientation, age, disability, religious beliefs, or socio-economic background.

As part of this policy, the following details are collated for monitoring purposes as part of our funding agreement with Arts Council England. We would be grateful for your assistance in completing and returning this form, which will be held independently from your application and kept in strictest confidence.

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| Context |
| Please give us the reason for your contact with Book Works e.g. board member, contract of employment, job application, artist's proposal, artist's contract, workshop attendance etc. |
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|-------------------|
| Gender |
| Female |
| Male |
| Other |
| Prefer not to say |

| |
|---|
| Sexual orientation |
| Do you have a sexual orientation you would like us to know about? |
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|-------------------|
| Age |
| 0-19 |
| 20-34 |
| 35-49 |
| 50-64 |
| 65+ |
| Prefer not to say |

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|-------------------|
| Disability |
| Yes |

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|-------------------|
| No |
| Prefer not to say |

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|--------------------|
| Nationality |
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|---|
| Ethnic Origin – please specify for example White – White British/Irish/Any other White background; Mixed/Dual Heritage – White and Black African/Asian, Any other Mixed background |
| White |
| Asian or British Asian |
| Black or British Black |
| Chinese |
| Mixed or Dual Heritage |
| Any other ethnic group |
| Not known/prefer not to say |

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|---|
| Religion or Belief |
| Do you have a religion or belief you would like us to know about? |
| |

**Please return this form to:
Book Works, 19 Holywell Row, London EC2A 4JB**

May 2018/ ref Project Coordinator job

