



## **Arts Coordinator**

### **Job Description**

#### **1. Role Purpose**

The Arts Coordinator will lead the development, coordination, and promotion of arts-based projects across the Severnside Community Rail Partnership (SCRP) network. Working with local communities, artists, schools, volunteers, local authorities, train operating companies, and cultural organisations, the postholder will use creativity to improve stations, enhance passenger experience, promote local culture, and support social inclusion objectives.

The role helps SCRCP to strengthen community engagement, animate station spaces, celebrate regional identity, and encourage more people to use rail services through inspiring arts initiatives.

#### **2. Key Responsibilities**

##### **A. Project Development & Delivery**

- Plan, develop, and deliver arts and cultural projects at stations and along the rail network, and on local rail services
- Coordinate murals, installations, performances, exhibitions, and community arts activities. This may include projects at station and on-board local rail services.
- Manage project timelines, risk assessments, site access, budgets, and reporting requirements.
- Ensure all artworks and activities meet safety, safeguarding, and railway industry standards.
- Evaluate project outcomes, gather feedback, and prepare impact reports for partners and funders.

##### **B. Community & Stakeholder Engagement**

- Build strong relationships with local communities, schools, arts organisations, and volunteer groups.

- Work with partner organisations including Great Western Railway, Network Rail, and our local and combined authorities.
- Work considerately with the community, being sensitive to cultural identities.

### **C. Partnership & Artist Management**

- Commission and coordinate artists and creative practitioners, ensuring high quality, inclusive outputs.
- Manage contracts, briefs, safeguarding and health and safety requirements, and quality assurance processes.
- Promote diversity and accessibility in artistic recruitment and project design.
- Ensure public artworks are culturally sensitive and informed, working with the artist(s)

### **D. Communications & Promotion**

- Support SCRP's digital presence and work with communications officer to celebrate project activity.
- Organise events, launches, and exhibitions to showcase community rail arts projects.

### **E. Administration & Compliance**

- Maintain accurate project records and budgets.
- Ensure compliance with health and safety, railway regulations, and safeguarding policies.
- Attend relevant meetings, conferences, and training as required.

## **Person Specification**

### **Essential Skills & Experience**

- Experience delivering arts, cultural, or community engagement projects.
- Demonstrated ability to work with diverse community groups, including young people and volunteers.

- Strong project management skills: planning, budgeting, coordination, and evaluation.
- Experience commissioning or collaborating with artists or creative practitioners.
- Excellent communication and interpersonal skills, verbal and written.
- Ability to work independently, self-manage workload, and travel across the local rail network.
- Competence in using digital tools for communication, project tracking, and promotional content.
- A commitment to equality, diversity, and inclusion.

### **Desirable Skills & Experience.**

- Understanding of placemaking, regeneration, or public art installation processes.
- Knowledge of the Severnside Community Rail Partnership area, its communities, and cultural landscape.
- Creative skills (e.g., visual arts, design, photography, facilitation), though not essential.

### **Personal Qualities**

- Enthusiastic, empathetic, and community minded.
- Confident engaging with stakeholders at all levels.
- Creative thinker with practical problem-solving abilities.
- Flexible, organised, and able to manage multiple projects simultaneously.
- Passionate about arts, culture, and community development.
- Supportive of sustainable travel and SCRP's mission to connect communities through rail.