



JOB DESCRIPTION

Job title:	Artist Development Coordinator
Department:	Creative
Reporting to:	Creative Producer
Responsible for:	Freelance artists
Grade:	Staff
Liaise with:	Programming Manager, Programming & Access Administrator, Executive Director, Leadership team, Engage,

Job purpose:

To plan and deliver the Artist Development programme of work ensuring MAST becomes significant in supporting emerging artists regionally.

To identify opportunities for work to be developed further by MAST.

To ensure that MAST plays a key part in the cultural life of the local community.

Main duties and responsibilities:

1. Programme and manage Artist Development opportunities, these currently include but are not limited to:
 - a. Artist Residencies
 - b. Artist Network and CPD programme
 - c. Scratch Nights
 - d. 48 Hour Challenge
2. Develop the company's championing of work created in Southampton for the local community
3. Facilitate appropriate opportunities for associate companies and resident companies to be involved in the programme presented in Studio 2.
4. Develop the application and selection process for Seed Commissions and any offer of developmental resources, in line with the programming policy, which is transparent and fair.
5. Liaise with our Engage youth and community programme to ensure the work is joined up, with clear development opportunities.
6. Manage the artist development budget in conjunction with the Creative Producer
7. Ensure legal paperwork is in place (agreements, H&S risk assessments etc.)
8. Liaise with marketing to promote the Artist Development programme including a social media presence and website content

9. Liaise with other departments ensuring all events are set up and communicated in a timely and effective manner
10. Embrace and promote Diversity and Inclusion policies. Demonstrate a commitment to the broadening of cultural diversity and access across all areas
11. Embrace and promote our Environmental Sustainability policies and practice
12. Support the Creative Producer as needed
13. Contribute to and manage administrative processes within the Creative Team on SharePoint and Teams.
14. Carry out any ad hoc tasks, projects and additional activities as may be required

Signed:

Date

Person Specification

Essential

At least 2 years recent experience of working in Artist Development or related field.

Broad understanding of emerging arts practice and a commitment to diversity and inclusion.

A passion for the development of new work and emerging artists.

Desirable (but not essential) qualities, skills and experience:

A knowledge of Southampton and the region

Local contacts