

THE WAREHOUSE, 54-57 ALLISON ST, B5 5TH

VIVIDPROJECTS.ORG.UK

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VIVIDBHAM



Project Coordinator

Contract: Freelance, PT Fixed term contract

Duration: 48 days between December 2025 – May 2026

Total fee: £10,800

Location: This role is based at our office and project space at The Warehouse, Digbeth; there will also be activities based at other Birmingham venues.

Closing date: 11:59pm, 6th November 2025

Interview date: provisionally 11th/12th November 2025

Reporting to: Director

Start date: week commencing 1 December 2025

The Role

Vivid Projects is seeking a Project Coordinator to manage delivery of the public engagement and professional development programme for the *Birmingham Media Archive Project: The First Decade* (BMAP), a project which will increase access to archival material with the support of the BFI Screen Heritage Fund, awarding funds from the National Lottery. This is the first phase of an ambitious initiative to deepen access to Birmingham's under-recognised media collectives and screen heritage. The project will support a cohort of six professional creative placements alongside providing opportunities for volunteers, building the skills pool for a future public-facing 'videotheque' resource to provide a lasting framework for inclusive engagement.

The Project Coordinator will report to the Director and work alongside facilitators and partners across Birmingham. The post involves coordinating professional development workshops, community learning and screenings, and archival research that celebrates and shares Birmingham's screen and media heritage through inclusive, community-driven activity. Coordination of the learning programme and public engagement will include responsibility for participant communications, activity scheduling, participant contracting, logistics, data collection, and financial administration.

You will ensure the effective delivery of workshops, exhibition resources, and digital outputs across community sites, supporting the Director and Archive Facilitator to realise the project's public-facing aims.

You will be based at Vivid Projects in Digbeth, Birmingham alongside attendance at offsite workshop venues. Some evening/weekend work will be required in line with the project delivery activities. The core project delivery period is January-April 2026 with development and evaluation days in December and May.

The Project

The *Birmingham Media Archive Project: The First Decade* (BMAP) is an 8-month initiative to create access to a significant strand of Vivid Projects' media archive containing 30 years of grassroots screen heritage. The project focuses on material from a critical decade (1982–1992), uncovering the sociopolitical and cultural contexts that shaped community media in Birmingham, particularly through organisations such as TURC Video, Wide Angle, the Birmingham Centre for Media Arts.

The Project Coordinator will play a key role in delivering the public engagement and training development strand, supporting participants and building audiences through the following activities:

- Skills Development: Coordinate a series of screen heritage skills development workshops for (a) cohort of six professional participants and (b) twelve volunteers.
- Co-support twelve community volunteers with input from our creative facilitation staff.
- Ensure effective communication, scheduling, and delivery of activities led by the Archive Facilitator and creative team to include mentorship sessions, workshops, and skills-based learning around digitisation, preservation, cataloguing, interpretation and programming.
- Maintain participant records and collate evaluation data, ensuring compliance with funder and organisational requirements.
- Public Engagement: Support the development of accessible, inclusive, and community-led interpretation of archive materials.
- Contribute to the delivery of a public exhibition at Birmingham Museums' Pixel Studio in spring 2026, alongside community screenings, talks, and digital outputs.

Main Responsibilities

Project Coordination

- Coordinate delivery of workshops, exhibitions, and engagement events.
- Liaise with venues and partners across Birmingham.
- Maintain project schedules, risk assessments, and records.
- Support trainee and volunteer communication.
- Ensure accessibility and inclusion across all activities.
- Assist with digital content coordination.
- Work flexibly to accommodate the programme (evening and weekend work required)

Financial Monitoring and Reporting

- Support budget and cash flow management, including producing monthly financial reports in line with BFI requirements.
- Process invoices and expenses.
- Collect and maintain evaluation and attendance data.
- Support GDPR-compliant data collection and reporting.

Communication, Data Collection & Evaluation

- Coordinate project communications with partners and participants, and implement effective audience data collection and evaluation systems in liaison with the Communications Assistant.
- Collate and archive evaluation material (press, social media data, attendance records) in liaison with the Communications Assistant.
- Work collaboratively with the Director, Archive Facilitator, and artists throughout to support and contribute to project activity monitoring, Board and funder reports.

General Responsibilities

- Attend team meetings, report on relevant areas of work and disseminate information as required.
- Be able to work evenings and weekends, when required for the project activities
- Act as a keyholder as appropriate and required.
- Carry out duties in accordance with Vivid Projects' policies on equality, diversity, access, and health & safety.
- Work flexibly to accommodate the programme (evening and weekend work required).

- Undertake other duties as required.

Person Specification

This is a guide to the skills and experience we would like the Project Coordinator to have. We are looking for a candidate that meets the majority of the criteria - use your supporting statement to clearly demonstrate your relevant skills and experience.

Essential Skills

- Demonstrable experience in project coordination in the arts or not-for-profit sector.
- Experience of delivering public or community engagement activity.
- Experience supporting trainees, volunteers, or early-career creatives.
- Financial administration experience.
- Highly organized and able to plan and prioritise workloads, meet deadlines, and work independently with attention to detail.
- Confidence in working with and negotiating tasks with a wider team.
- Confident with Microsoft Office, Excel and/or Google Workspace and social media platforms.
- Demonstrable commitment to prioritising diversity and inclusion across all aspects of work.
- Proactive, flexible, and collaborative approach.
- Ability to communicate information clearly in writing and verbally to a variety of people.
- Ability to prioritise workloads, balance administrative and practical tasks effectively and meet deadlines.

Desirable

- Knowledge of screen heritage, media archives, or participatory arts practice.
- Knowledge of safeguarding practice and procedures.
- Familiarity with Arts Council England or National Lottery reporting requirements.
- Experience of supporting trainees, volunteers, or early-career creatives.

Applicants must hold the right to work in the UK. The postholder will be required to complete a DBS check on appointment.

Application Procedure

To apply please submit the following documents in a single PDF* or Word file (you also can choose to submit your supporting statement as a voice file) and send via email to the Director, (yasmeen@vividprojects.org.uk) by 11:59pm, 6th November 2025. Include the words 'Project Coordinator application' in the subject line of your email.

- CV – including employment, education, and relevant experience.
- Supporting statement (max 500 words) – detailing how you meet the essential criteria and can deliver this role. Please give examples of relevant experience which clearly demonstrate your skills. *The supporting statement can be a written document or a voice note of maximum 4 minutes.
- Contact details for 2 referees (this can be included on your CV). NB. We only contact referees if you are shortlisted for an interview.

The closing date for applications is 11:59pm, 6th November 2025. Applications received after that time will not be considered.

We will shortlist between 7-8th of November. Shortlisted candidates will be contacted by email and invited to attend an in person interview. You can confidentially contact us should you require any reasonable adjustments be made in order to attend an interview.

Please note that as we are a small team, feedback on individual applications is not possible.

About Vivid Projects

Vivid Projects is a media practice based organisation founded in 2012. Our work builds on a lineage of antecedent organisations and we steward an important media archive of works produced since the early 1980s. Our archive reveals a powerful narrative of creative resistance, community organising, and cultural expression during two decades of significant political change.

We produce an artistically diverse programme of public events and artist support and encourage contemporary engagement with cultural and subcultural histories. We actively seek out under-represented artists, contemporary practices and cultures, and invest in the early stages of ambitious work. Our work is made public through events, exhibitions, and publishing both on-site and online, created in collaboration with artists, producers, and researchers.

For more information about Vivid Projects see www.vividprojects.org.uk

The Project Coordinator post has been funded with the support of the BFI Screen Heritage Fund, awarding National Lottery funding.

