

Role's chief responsibilities:

- Liaise with Sadie Green, last year's coordinator then update the paperwork from 2015 including: artist and venue contracts, venue checklist, call-out for artists and venues, visitor comments sheets, venue information sheets & artist statement template. Decide on a theme.
- Distribute call-out through email, social media, selective websites and local media
- Contact all of last year's venues to seek and hopefully confirm their involvement in 2016
- Find new venues, places and spaces in addition for this year
- Liaise with CBBC to select artists for Culture Show 2016
- Liaise with designer in the making of a poster with map of locations
- Liaise with Way of the Wharf project leader
- Manage CS budget, process invoices in liaison with the treasurer
- Liaise with artists in the hanging and installing of work, artist and venue information sheets
- Write and publish press releases for social media, selective websites and local media
- Organise project launch and invite guests
- Promote project events on social media
- Organise guided art walks, talks and associated events
- Collect feedback and public comments from venues and evaluate project
- Add Culture Show 2016 information to BBC website under projects and events

Timeline: By end of March

1. Update the paperwork from 2015 including: artist and venue contracts, venue checklist, call-out for artists and venues, visitor comments sheets, venue information sheets, artist statement template,
2. Write out call for creatives' entries for this summer's event
3. Distribute call-out through email, social media, selective websites and local media

End of April

4. Contact all of last year's venues to seek and hopefully confirm their involvement in 2016
5. Find new venues, places and spaces in addition for this year
6. Liaise with CBBC to select artists for Culture Show 2016

End of May

7. Have all venues, places and spaces confirmed
8. Liaise with designer in the making of a poster with map of locations

Mid-June

9. Write and publish press releases for social media, selective websites and local media
10. Organise project launch and invite guests
11. Organise guided art walks and talks etc
12. Add Culture Show 2016 information to BBC website under projects and events

Culture Show dates 30th July – 31st August 2016

13. Liaise with artists in the hanging and installing of work, artist and venue information sheets
14. Collect feedback and public comments from venues and evaluate project