**Job Description – Caravan of Love - Discovery Coordinator, Hull UK City of Culture 2017\_v1**

In 2017, the eyes of the world will be on Hull as it becomes UK City of Culture. Hull UK City of Culture Ltd. has been set up to deliver 365 days of transformative culture through a range of diverse and high-profile events and projects.

**Details**

**Job Title:** Discovery Coordinator

**Reporting to:** Technical Director and Executive Producers

**Salary:** Negotiable

**Location:** Hull

**Contract type:** Full time, fixed term

**Contract length:** 1 year

**Overview**

Caravan of Love will be a key project in the Hull 2017 programme and will be led by the discovery and archiving of the memories and stories of the population of Hull.

**Key responsibilities**

The Discovery Coordinator will be responsible for leading a team of archivists and volunteers to discover and archive these stories. Key responsibilities will include:

* The planning and delivery of a series of engagement events across the city
* The management and leadership of the discovery team
* The planning and scheduling of the volunteer team
* Scoping, procuring and managing the equipment and venue resource required

**Required Skills and Experience**

* Experience of planning and delivering public events
* Setting, communicating and maintaining timelines and schedules
* Budget and resource management
* Health & Safety management

**Personal characteristics**

* Strong leadership and communication skills
* A self-starter, with the motivation, commitment, enthusiasm and drive to define clear goals
* An independent thinker with the flexibility to adapt within an organisation
* An individual with an innovative approach; able to plan, implement and continually adapt to meet the changing requirements of an artistic programme
* Ability to work under pressure and to tight deadlines
* An active interest in and appreciation of arts and culture
* The ability to treat information as confidential

**How to Apply**

To apply for this role, please email the following to recruitment@hull2017.co.uk before XXpm on Friday XXdate.

* A current CV
* A covering letter (no more than 2 sides of A4), outlining your suitability for this role and relevant experience
* Your current salary and salary expectations for this role

Interviews will be held week commencing XXXXX. Owing to the high volume of applications we expect to receive, we will not be able to respond to every applicant, if you have not heard from us by XXXX, then unfortunately your application has not been successful on this occasion.