

V A C A N C Y
FREELANCE PROJECT CO - ORDINATOR
for Ceangal / Cwlwm IV

a gathering for the Irish, Scottish Gaelic and Welsh language theatre sectors

The Ceangal Cwlwm collaborative partners seek a project co-ordinator to work alongside a steering committee on an international theatre gathering taking place on 11th & 12th November 2022.

The Ceangal Cwlwm partnership hosts an annual two day event, which is a gathering of theatre makers, artists, academics and companies who make work in Scottish Gaelic, Irish and Welsh.

The appointee will work part-time for the committee of co-ordinating partners, on a freelance contract issued by partner organisation Theatre Gu Leòr, from September 2022 to March 2023. The fee offered is £5,000 and the estimated time commitment is 30 days, to be worked at mutually agreed times that suit the co-ordinator, the collaborative partners and the project requirements.

Collaborating with other partners in Ireland, Scotland and Wales, the appointee should be able to demonstrate that they have previously managed similar projects and possess excellent organisation, communication and collaborative skills, along with the ability to manage budgets effectively.

The working languages of the network are Scottish Gaelic, Irish, Welsh and English, and the appointee should be fluent in at least two of these (English and one other).

The Gathering

This will be an exciting and dynamic two-day event held at National Theatre of Scotland in Glasgow on 11th & 12th November 2022, bringing together theatre makers, artists, producers, academics, funders and national theatre companies and organisations from Ireland, Scotland and Wales. Short pieces of current work in the sector will also be presented.

For more information on previous events and on the Ceangal / Cwlwm network more broadly, please visit our website: <https://www.ceangalcwlwm.com/>

The Role

- Coordinate and deliver the gathering event in conjunction with the steering committee
- Organise and coordinate speakers, performers, facilitators and attendees for the gathering
- Book and co-ordinate accommodation and travel for speakers
- Organise a simultaneous translation for the gathering
- Coordinate translators for simultaneous translation
- Manage event budget
- Coordinate publicity and marketing for the event
- Create and publish content on the Ceangal Cwlwm website
- Prepare papers and materials in advance of the gathering

- Gather monitoring and evaluation data to be presented to funders

Skills / Attributes / Experience

- Both written and spoken fluency in English and at least one other of the network's languages
- Experience in working in the arts in Scottish Gaelic, Irish or Welsh
- Experience in event management
- Experience in budget management
- Familiarity with programmes such as Mailchimp, Squarespaces, and social media
- The applicant must be free to attend the gathering in Glasgow in November 2022

Project Co-ordinator Fee

£5,000 over the period September 2022 to March 2023 (excluding travel and subsistence).
It is expected that the bulk of the work will be done in in 2022.

Please submit the following as application for this post by 17:00, 23/09/22.

- Current C.V including examples of work in this area
- Cover letter articulating interest in and suitability for the position
- All contact details.

Applications should be submitted to **info@theatreguleor.com**.
Any questions regarding the role can also be directed to this email address.