



KINETIKA
DESIGN THAT MOVES

T100 FESTIVAL

Engagement Manager: T100 Festival, Kinetika

Applicant Pack



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| Hours | 3 days a week (with the potential for additional days) |
| Rate of Pay | £150 per day, equivalent to £39,000 per annum |
| Contract | Interim freelance role until 31 st July 2023 |

We are seeking a dynamic and experienced Engagement Manager to lead our local Walking, Talking and Making programme; T100 Festival.

With experience in and a real passion for community engagement and participation, you'll be a great people person, strategic thinking, organised, have experience of building and strengthening relationships, managing budgets, and not afraid to get your hands dirty! Experience of working in the Arts and or in Thurrock would be a great advantage.

This is an exciting and varied role – think music, singing, working with schools, developing a local community garden, and organising innovative art installations. You'll be managing vital stakeholder and community relationships, project budgets and timelines, and explore opportunities for collaboration locally.

The role will be for a minimum of 3 days a week, but you'll need the capacity to increase as we reach the summer festival period, and as other exciting opportunities emerge.

The role is confirmed until the end of July 2023 and is an interim post whilst we work to secure further funding, which would create a 4-day week post from August 2023 to 2026.

Closing date: Thursday 5th January 2023, 5pm

Interviews: 16th & 17th January 2023

To apply: Send your CV and covering letter to Kinetika's Business Manager, Donna Plakhtienko, donna@kinetika.co.uk

Your covering letter should highlight your strengths, experience, and skills that you feel would make you a good fit for the role. You are welcome to submit your application in a different format if you would like to (video, audio recording).

If you would like an informal conversation about the role, or have any questions, please do contact Ali Pretty, Kinetika's Artistic Director. to find out more ali@kinetika.co.uk



About Kinetika

Kinetika is an internationally renowned female-led company with a 25-year track record of combining world-class bespoke designs on large-scale hand-painted silks with community projects to produce spectacular outdoor events that engage diverse audiences. Founded by artist Ali Pretty in 1997, inspired by her training in carnival arts in Trinidad and India, Kinetika now has an unrivalled reputation for working with local communities on projects that change the way people feel about where they live.

Kinetika People is an Arts Council England National Portfolio Organisation (NPO) and registered charity. Known for our high-quality engagement work around place-making, we run outdoor participatory programmes, an annual walking arts festival (T100), school workshops and artist training schemes. We aim to nurture emerging artistic talent, engage communities, and raise aspirations wherever we work, creating a new sense of place and possibility for all those who live there. We also have a commercial arm (Kinetika Design Studio) which has been commissioned to design and create bespoke silks for ceremonies forming part of high-profile events including the FIFA World Cup Ceremonies in 2009 and most recently, the Platinum Jubilee Pageant 2022.

Based in Purfleet, Essex, we deliver activity both at 'home' in Thurrock and 'away' across the UK and the world. We are a small and dynamic team made up of our Artistic Director and Founder (Ali Pretty), Business Manager (Donna Plakhtienko), Design Studio Manager (Matt Lloyd), Design Studio Assistant and Project Manager (George Bellamy) and Marketing Manager (Elyssa Fagan).

www.kinetika.co.uk



About T100

T100 is an annual walking, talking and making festival that encourages multiple stories to surface in Thurrock. Facilitated by Kinetika, T100 the main programme of activity that supports our local communities in Thurrock.

Over the last eight years, T100 has continued to grow, with new activities and events, new walkers, new routes, and new partners to support the programme. It is increasingly led by the community, who shape the ideas and content of the festival. What began as a walking celebration of Thurrock in 2015, has developed into an annual programme of walks, talks and making activities engaging with a wide range of communities that culminates in an outdoor community festival throughout Thurrock.



The values of T100 are:

- Inclusivity, Belonging and Pride of Place
- Aspiration, Empowerment, Engagement
- Health and Well Being, Active lifestyle
- Thinking Differently, Sustainability and Responsibility
- Creativity and Connectivity is a Catalyst

Having been in receipt of funding from the National Lottery Reaching Communities Fund since 2020, we are applying for a further 3 years, which if successful, would begin in August 2023.

Plans for 2023-26 would see activity develop to be year-round, engaging with more people on a deeper level to make a difference, whilst preparing T100 to be an independent organisation. The experience gained in this interim period could lead well into applying for the Project Director role to take this forward from August 2023.

<https://t100festival.co.uk>

Job Description

Job Title: Engagement Manager
Reporting to: Artistic Director

Key Responsibilities

As the Engagement Manager, you will be curating and delivering the T100 Festival programme based on its theme and values. Supported by the Artistic Director, you will be working with a strong core group of volunteers, many of whom have been T100 volunteers for several years and have invaluable experience.

The Theme for 2023 is T100 Sounds. There are several other Thurrock project strands that will come together under the umbrella of T100, which we refer to in more detail in Pages 8 and 9. You will be instrumental in setting up project plans, timelines and working groups for these strands to make sure they happen effectively.

The role is for a minimum of 3 days a week, on a freelance basis, with the potential to increase in busy periods and as further project strands are secured. Due to the nature of this role, some evening and weekend work will be required – the days and hours can be flexible. Whilst Hybrid remote working may be possible for some parts of the role, a key part of the role will be attending local meetings and being present in the Thurrock community.

Relationship Management

- Nurture relationships with the T100 volunteers, empowering and supporting their skills development.
- Work to build and strengthen the volunteer network and develop a Steering Group.
- Maintaining, building on, and identifying relationships with artists, cultural organisations, other local partners and external stakeholders.

Project Management and Programming

- Lead on developing and delivering a dynamic, exciting, and inclusive festival programme for T100 in line with the programme's values and themes.
- Take the leading role in planning, facilitation and delivery of the project strands and activities, delivering them on time, within budget and of high quality.
- Provide regular verbal and written progress and status updates with reports on slippage in time, increase in costs etc.
- Coordinate the resulting tasks and assigned resources.
- Find a balance between strategy and tactics.

Marketing and Comms

- Raise the profile of the T100 model and advocate its work locally, nationally, and internationally.
- Ensure T100's branding, online presence and messaging is strong and consistent.
- Scope the marketing and communications needs for the programme and project strands and working with Kinetika's Marketing Manager to deliver these.
- Proactively identify opportunities for our volunteers and participants to deepen and sustain their engagement outside of the festival period.

Financial Management and Fundraising

- Work with Kinetika's Business Manager and in line with the financial procedures to oversee and manage the T100 and project strand budgets. The financial administration of ordering/payments etc are carried out centrally by Kinetika.
- Lead on small grant applications to deliver and deepen engagement work.

Operational

- Work with the Kinetika team to respond to the requirements of the Arts Council funding.
- Working in line with the Kinetika and T100 procedures.
- Attending monthly meetings with the Kinetika team, keeping them abreast of plans with the programme and drawing support as needed.

Evaluation and Monitoring

- Build on the existing evaluation framework including ensuring audience and participant data is captured accurately to allow reporting to funders.
- Working transparently and with accountability, reporting back on progress, opportunities, and barriers, both internally and to funders.
- Sharing the story of our work and impact.
- Feed into the proposal for extension of the project as needed.

Person Specification

Experience

Essential:

- A track record of programming and delivering impactful community work in a fast-paced environment
- Experience of community engagement and participation, particularly with hard-to-reach audiences
- Project management/production hands-on experience in the arts and/or community sectors
- Experience of managing project budgets with complex arrangements
- Managing and interrogating qualitative and quantitative data to share the story of your work
- A good working understanding of marketing and communications
- Knowledge and a working understanding of the UK GDPR and how it applies to community arts
- Reporting to a range of stakeholders (internal and external)

Desirable:

- Experience of working with Thurrock communities
- Experience of organisational development within charitable or voluntary sector organisations
- A track record of fundraising
- Bid writing and partnership development
- Assessing the impact of community engagement projects

Skills

Essential:

- Understands and embraces Kinetika's and T100's values of community engagement and empowerment
- A passion for and belief in the role that organisations and communities can play in creating lasting change; and in the value of local voices and lived experience
- Strong project and time management skills, able to own the delivery
- Strong communicator with the ability to broker and develop partnerships
- Well organised, a good motivator and comfortable managing up, down, and across
- Creative thinker with strong problem-solving skills and a proactive approach
- Enthusiastic and flexible to adapt

Desirable:

- Local knowledge of Thurrock Arts and community activities
- Well networked locally
- Driving licence

T100 2023 – T100 Sounds

The Theme for T100 in 2023 is T100 Sounds. The provisional dates for the festival are **22nd June – 9th July**. The programme is likely to include music, poetry, sounds of Thurrock and sea shanties, formed from working with local groups, schools and organisations, intertwining with programmed walks.

Kinetika have been commissioned (or are in discussions to be) for several engagement strands that form a key part of this role and programme.

Purfleet Engagement

Several activities will be taking place in 2023 in Purfleet as part of the High House Production Park (HHPP) Cultural Programme. Your role will be to contribute to the programme and advocate engagement, encouraging HHPP tenants to engage. Fellow Thurrock NPO, Arts Outburst, will be producing a Light Up Purfleet event on **3rd March**.

Garden of Delight

The plans for Purfleet include carrying out an action research project involving artists and residents, that will seek to bring an underused area of High House Production Park (HHPP) into use. The project will look at how spaces on the site can support new community interest activity and creative sector growth, including a Natural Dye Garden, linked to South Essex College Costume Constrcutre degree and Kinetika Studios. The project will seek to harness emerging links with the textile and fashion industry to explore use of natural dye in the sector and the potential for a micro eco industry to emerge. The project would also provide skills development for artists, students, and community.

Your role will be to lead on the engagement with stakeholders, residents, students, the community hub and experts, arrange for the garden to be cleared, designed and seeded ahead of the Garden of Delight Open Day on **10th April** (Easter Monday). The final design, budget and plan will need to be presented to the HPPP board in mid-April.

Midsummer Bright

Eye Music Trust will be commissioned to present Colourscape from **7 – 9th July** on site at HHPP. There are discussions to take place to discuss and agree with Eye Music Trust how Colourscape and T100 will complement/work with each other. We anticipate this as the finale event of the T100 programme.

Collaborative Events and Opportunities

As well as our own programming, there are many opportunities for collaboration with local and national partners, and the potential for our volunteers to develop their learning and experience. Some of these opportunities include:

Gravesend Light Up Event

A Light Up event will be taking place in Gravesend on 27 and 28th January 2023. There is an opportunity to organise a trip with Thurrock participants and volunteers on the evening of **27th January 2023**.

Windrush 75 Anniversary

With the 75th Anniversary of Windrush in 2023, discussions are taking place locally around Tilbury-based events from **22nd - 25th June**. We have lots of experience of working with the communities of Tilbury and are already a key part of the discussions taking place about the delivery programme. It is likely that these events will be included as the launch of T100 this year.

Sharing our Lives – managed and led by Together Productions

Sharing Our Lives is a new co-creation project in Thurrock. Collecting and sharing stories of migration into and out of Thurrock, using those stories to write a new song, creating an exhibition and a film. The songs will be performed, and the exhibition displayed as part of the Windrush 75 anniversary in June as well as at other events e.g., Gateway Arts Festival.

With the T100 theme of Sounds in 2023, there are inevitably areas in which the project will cross-pollinate and could be integrated.

Chelmsford - C100

We have been working with Chelmsford CVS who have been developing a walking festival based on the T100 model. Following its successful launch in 2022, plans are developing for the 2023 festival, and there are many opportunities to collaborate, including the possibility of a longer walk as part of the T100 programme, where participants from T100 and C100 walk meet up – potentially exploring the former course of the River Thames.

Chelmsford will be holding a Carnival on 2nd July which Kinetika may be involved with in the delivery.

High House Community Group

The High House Community Group are based on site at HHPP and run several community events throughout the year. An event is planned an event on 16th September with a theme around 'history of creativity and the Arts encompassing topics such as literature, art, music, and drama' details TBC. There are opportunities to work together to support the events.