



# LOWRY

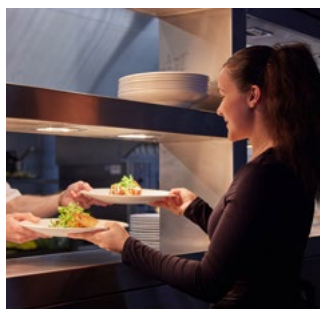
## RECRUITMENT PACK

[THELOWRY.COM](http://THELOWRY.COM)

# ABOUT US

Lowry is a registered charity (No: 1053962) committed to using visual and performing arts to enrich the lives of everyone around us – and those of our staff and volunteers too.

Working together as one team, we present audiences with a diverse programme of theatre, opera, musicals, dance, music, comedy and visual art as well as events and activities to expand the horizons of audiences and artists alike.



**At the heart of our work is a commitment to our local communities and young people. Tapping into the work on our stages and in our galleries, we offer thousands of free creative participation opportunities each year - nurturing new talent and developing creative professionals of the future.**

**So if that feels like something you want to be a part of.. read on!**





# VISION, MISSION AND VALUES

## OUR VISION WHY WE'RE HERE

A city where the benefits of creativity are felt by the many not the few.

## OUR MISSION HOW WE DO IT

Empower people from all backgrounds to experience culture on their own terms.

## OUR VALUES WHAT WE BELIEVE IN

We believe creativity is an undeniable force for good and has the potential to change people and places for the better. That's why our three pillars of People, Place and Potential are at the heart of everything we do.

### 1. PEOPLE IN IT TOGETHER

We are here for the people of Salford – supporting local communities, nurturing talent and creating a programme as diverse and open minded as our city itself.

### 2. PLACE MAKE IT COUNT

We are here to put creativity to good use, making a positive impact, socially and economically, on our communities, our city, our region, the UK and beyond.

### 3. POTENTIAL UNLOCK CREATIVITY

We are here to find ways to share the benefits of art and creativity further and wider, unlocking its potential for more people, in more places, in more ways.



## HOW DO WE FUND OUR WORK?

As a not-for-profit organisation, and registered charity, all profit is ploughed back into our work. Whether you've bought a ticket to a performance, given an online donation, eaten in Lowry Bar & Kitchen, bought a gift in our shop, or simply had a drink at the Coffee Shop, you've helped support our charitable aims.

We receive just 6% of our income from public funds – Arts Council England and Salford City Council. The remaining income is generated from box office sales, commercial activities and fundraising. Our development team generates income from Charitable Trusts & Foundations, individual membership schemes (including Friends and Patrons) as well as from companies through our Quay Club Membership and corporate sponsorships.



# ATTRACTION AND RECRUITMENT

Lowry is committed to creating an inclusive workforce by reflecting and representing the diversity of Salford and the UK.

We want to attract the broadest range of talented people to be part of Lowry – whether that is to work in our creative or support roles.

We particularly encourage applications from the following two people groups who are currently under-represented in our workforce and in the wider performing and visual arts sector; those people who experience racism and marginalisation, including those from African, Caribbean, North African, LatinX, South Asian, East Asian and South East Asian heritage and their diasporas, those who are disabled, Deaf and neurodivergent or have long-term health conditions.

Candidates who identify as people in one or both of these groups and who demonstrate in their application that they already meet all of the essential criteria in the person specification can opt to be considered as part of Lowry's guaranteed interview scheme. If you are invited to interview we'll ask you about any adjustments you may need, and if you are offered a role with us we will talk to you about any reasonable adjustments required to create a working environment where you will be supported to perform at your best.

To ensure fairness and to enable us to process your application through our shortlisting exercise, we ask that you remove all personal details (such as name, age, location, ethnicity, marital status etc) from your CV and covering letter before uploading. This reduces the risk of any potential bias during our recruitment process and ensures that all shortlisting is based on skills, experience and suitability for a role. Thank you for your understanding.

To find out about any opportunities to work for Lowry please visit our [vacancies page](#).

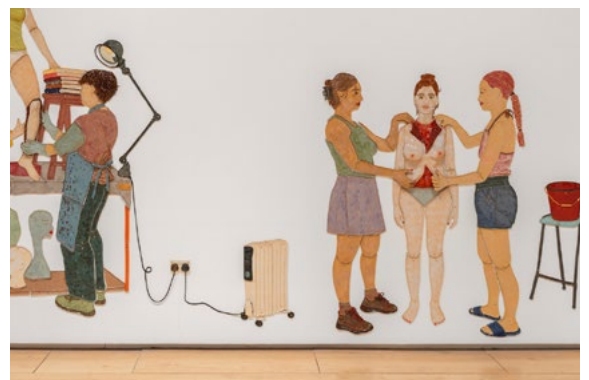
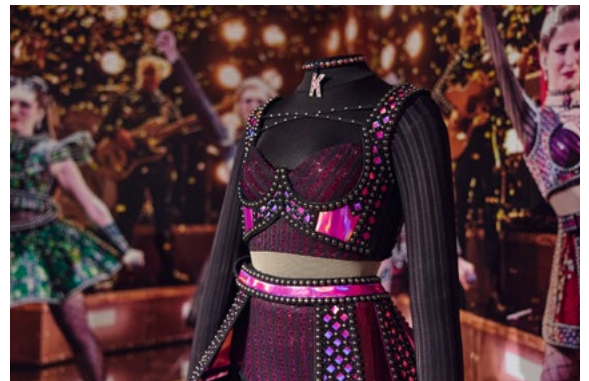
# OUR ROLES HAVE A NUMBER OF STAFF BENEFITS INCLUDING:

Complimentary and discounted theatre and live event tickets

Free car parking just a few minutes' walk from the Lowry building

Generous annual leave entitlement and a paid day off for your birthday!

Discounts at Lowry bars, restaurant and gift shop



# LOWRY



## JOB DESCRIPTION

Post Title: Project Coordinator - Capital Programme  
Department: Administration  
Reports to: CEO  
Contract Type: Permanent  
Salary: £35,000-£40,000 dependent on experience

## JOB PURPOSE

Lowry is embarking on a £10 million transformation programme to improve accessibility, sustainability, resilience and visitor experience across the organisation. We are seeking a highly organised Project Coordinator to provide administrative, coordination and governance support to the client-side project team and steering group throughout the delivery of the programme.

The postholder will play a key role in maintaining project documentation, coordinating meetings and communications, monitoring project information and supporting the effective delivery of the programme within a busy cultural venue environment.

## MAIN DUTIES AND RESPONSIBILITIES

### **Project Administration**

- Provide day-to-day administrative support to the capital programme team.
- Maintain project records, documentation, filing systems and correspondence.
- Support the preparation and distribution of project briefs, reports, presentations and meeting papers.
- Ensure project information is accurate, up to date and accessible to relevant stakeholders.
- Monitor project actions and follow up on outstanding tasks and deadlines.

### **Governance and Reporting**

- Organise and coordinate project board, steering group and stakeholder meetings.
- Prepare agendas, take minutes and maintain action logs.
- Support the production of regular progress reports for senior stakeholders and funders.
- Maintain project governance documentation and reporting schedules.
- Assist with document control and version management.

### **Procurement and Financial Administration**

- Support procurement processes by coordinating tender documentation and administrative requirements.
- Maintain procurement records and contract documentation.
- Process purchase orders, invoices and other project-related financial paperwork.
- Assist with budget tracking, expenditure monitoring and financial reporting.
- Maintain records of project commitments, approvals and change requests.

### **Programme Coordination**

- Support the maintenance of project programmes and schedules.
- Track key milestones, deliverables and project deadlines.
- Maintain risk, issue and decision logs and escalate matters where appropriate.
- Coordinate information requests between consultants, contractors and internal teams.

## **Stakeholder and Communications Support**

- Act as a key point of contact for project administration enquiries.
- Coordinate communications between project team members, contractors, consultants and internal stakeholders.
- Arrange meetings, workshops and site visits.
- Support internal communications relating to project activity and programme updates.

## **Supporting Delivery in a Live Venue**

- Assist with the coordination of project activities within a busy public-facing cultural environment.
- Support the planning of works to minimise disruption to audiences, artists, staff and visitors.
- Help coordinate logistics, access arrangements and operational communications as required.

## **Quality, Compliance and Handover**

- Maintain records relating to project compliance, approvals and statutory documentation.
- Support the collection and organisation of handover information, manuals and training records.
- Assist with asset registration and project close-out documentation.

## **General Responsibilities**

- Contribute to the successful delivery of Lowry's capital programme and wider organisational objectives.
- Promote sustainability, accessibility and inclusion in all aspects of the project.
- Ensure compliance with organisational policies and procedures.
- Maintain confidentiality and professionalism when handling project information.
- Undertake any other duties appropriate to the role.

## **REVIEW ARRANGEMENTS**

This job description reflects the current requirements of the role. The duties and responsibilities may be reviewed and amended over time in consultation with the post holder to meet evolving business needs, without altering the core nature or level of the post.

CRITERIA	ESSENTIAL	DESIRABLE
<b>SKILLS/ABILITIES</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills with strong attention to detail.</li> <li>• Strong IT skills, including Microsoft Office applications.</li> <li>• Ability to prioritise workload and manage multiple tasks simultaneously.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Ability to work effectively with a wide range of internal and external stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>KNOWLEDGE</b>		<ul style="list-style-type: none"> <li>• Knowledge of project management processes and governance frameworks.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience in an administrative, project support or project coordination role.</li> <li>• Experience managing documentation, records and reporting processes.</li> <li>• Experience organising meetings, preparing minutes and maintaining action logs.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience supporting capital, construction, facilities or infrastructure projects.</li> <li>• Experience working in arts, cultural, public sector or heritage organisations.</li> <li>• Experience using project management software or document management systems.</li> </ul>
<b>QUALIFICATIONS</b>		

# LOWRY

<b>OTHER REQUIREMENTS</b>		<ul style="list-style-type: none"><li>• Understanding of sustainability and accessibility considerations within capital projects.</li></ul>
-------------------------------	--	---