**Community Co-production Officer**

**Salary:** TAS 7 £31,487.73 - £34,942.98 (pro rata) dependent on experience

**Location:** Perth Museum and Perth Art Gallery

**Working pattern:** 18 hours per week

**Contract type:** Fixed-term June 2023 until April 2024

**Reporting to:** Senior New Projects Officer

**Job purpose:**

To support the development and delivery of the opening exhibition programme at Perth Museum, particularly leading and delivering the co-production of contemporary art displays for the exhibition with target community groups, and associated engagement activity.

**Key deliverables:**

* Plan, lead, and deliver the co-production element of the opening exhibition programme at Perth Museum; including identifying and engaging relevant local community groups, project managing the co-production process from concept to delivery, and liaising with the Exhibitions team to ensure community outputs are in line with requirements for the wider exhibition and museum.
* Ensure community outputs are delivered on time and on budget, and meet logistical and operational requirements for public display in terms of materials, content, and health and safety.
* Concept, plan, and deliver a public engagement programme around the exhibition both during development and after opening, including organising events and workshops, sourcing speakers and facilitators, and producing promotional copy and material.
* Support the design, production, and install of the co-produced artworks in liaison with the Exhibitions team.
* Recruit and supervise freelancers and external suppliers as required (eg facilitators, artists, performers etc).
* Work with other staff team members on practical arrangements for engagement and other public events.
* Organise and manage high-quality documentation of co-production projects and events for use in evaluation, reporting, and promotion.

This post will require regular evening and weekend work, and travel to various community venues across Perth and Kinross and Tayside. A flexible approach to hours is required to meet the availability needs of community groups and audiences.

A Basic Disclosure will be required for the successful applicant.

**Knowledge and experience:**

**Essential**

* Experience planning, managing, and delivering artistic co-production projects with target community groups in a museum or similar context.
* Experience developing and delivering community engagement projects.
* Experience developing, coordinating and delivering successful event programmes around a specific exhibition or theme.
* Excellent knowledge of current best practice in terms of museum co-production, community engagement, and audience-led approaches.
* Demonstrable knowledge of wider trends, challenges, and best practice in the museums and galleries sector.
* Proven project management, organisational, and time management skills.
* Experience working with freelancers or external contractors.
* Excellent facilitation skills, and oral and written communication skills for a wide range of external and internal audiences.
* Lived experience and/or demonstrable, up-to-date knowledge of and connections to a minoritised or under-served community or group in Perth and Kinross.
* A commitment to social justice in all its forms.
* Familiarity with good practice in health and safety, safeguarding, and accessibility, and a commitment to following all Culture Perth and Kinross policies and procedures.

**Desirable**

* Technical experience with exhibitions installation and/or design.
* Experience deploying a range of audience and stakeholder evaluation methodologies.
* Experience contributing to successful funding applications.
* Lived experience and/or strong connections with the LGBTQ+ community in Scotland.