



Dreadnought South West: [www.dreadnoughtsouthwest.org.uk](http://www.dreadnoughtsouthwest.org.uk)

**Rebellious Sounds Archive Coordinator**

**Contract: Part time fixed term for 22 months - 0.5 (10 days per month)**

**Location: South West**

**Fee will be £1,250 per month**

**The project:**

Dreadnought South West's Rebellious Sounds Archive aims to be a unique collection of oral stories about women's activism from the South West Region. It will take on the form of a mobile listening booth, designed and built like a voting booth. There will be a digital platform as part of its ongoing legacy and reach. It will be also form a collection that will be housed as a physical resource for the region and beyond the life of the project.

**Purpose:**

The Rebellious Sounds Archive is a two-year project, which will include:

- Taking the listening booth to a wide range of locations across the region as part of a roadshow to gather, interview, record and share this collection stories of women's activism with the wider public.
- A programme of community activities taking place in response to the archive, including talks, connecting it to the activism of the women's suffrage campaign and the centenary of the first votes for some women in 2018.
- Production of a new platform on Dreadnought South West's website to share this newly found heritage collection, with documentation of images, stories, project activities, resources for schools, and sharing the archive itself.
- Building a network and relationships with the regions museums through sharing women's heritage.
- Making women's heritage visible in a new, exciting and accessible way.

**Main duties and responsibilities:**

The Project Coordinator will have overall responsibility for the Rebellious Sounds Archive including:

Working with a Co-Director of Dreadnought South West, including regular meetings with detailed reporting on all aspects of the project; finance; management of the team; touring, digital work, volunteers, community activities, legacy.

Collaborating with design and technical suppliers of the listening booth Stand and Stare [www.standandstare.com](http://www.standandstare.com)

Managing and working with a team that will consist of a marketing role, website manager, designer, textile artist, composer, writers, evaluator and volunteers.

Liaising with venues; museums, libraries, festivals and others, about the hosting of the listening booth, and the use of local volunteers, legacy and sustainability.

Training volunteers in the collection, interviewing and transcribing of stories of activism.

Training volunteers in the supporting duties of the listening booth, collecting data, questionnaires and supporting the public to access the booth whilst at a venue.

Ensuring digital output is ongoing across project activity, with regular updates.

Regular reflection and evaluation with clear and detailed documentation, to ensure accuracy in reporting and legacy/sustainability planning.

Work with the Parliamentary Archives Project Vote 100 who are marking the centenary of the first votes for women in 1918, by bringing the listening booth to be part of their exhibition in the Palace of Westminster, summer 2018.

Ensure a future home for the physical archive and sustain the legacy of the project, and the history of the women's suffrage campaign that could be brought to light due to the centenary of the very first votes for women in 2018.

### **Project management:**

Collaborating with Stand and Stare who will be designing, making, delivering on edited interviews and technology for listening booth.

Managing budget across life of the project, ensuring budget updates are met

Liaising with key partners, supporters, collaborators, marketing person, funders

Developing and ensuring delivery of wider participation activities

Ensuring project marketing strategy and role delivers a coherent and consistent approach to supporting the project

Managing content and delivery for development of Dreadnought South West's website to host a digital legacy of the archive, with a Web and IT Specialist. Developing new, easily accessible web pages dedicated to the archive to share the stories

### **Administration:**

The Project Coordinator will work from home and venues along the tour route. Ability to work whilst away from a desk will be important. Digital equipment such as a camera, recording equipment will be provided for documentation.

### **Evaluation:**

Detailed reflection and evaluation during project culminating towards this essential task for project's end will be required.

Data collection will be vital to the reporting of this project, as will be individual testimonies of participants and beneficiaries experience of this work.

**Reporting to:**

The Rebellious Sounds Archive Project Coordinator will report directly to Dreadnought South West Co-Director Natalie McGrath, and the Board of Trustees.

The post will be funded for a fixed term at 0.5 for 22 months (October 2017 - July 2019).

**Person specification (essential):**

Communication Skills: must have excellent oral and written skills, alongside an amiable, understanding, helpful and patient manner when working with people at all levels, from project team, participants, interviewees to volunteers.

Self-Organisation: experience in working independently to manage your own schedule with some supervision.

Team work: ability to work effectively as part of a wider team.

Managing others: must be able to support and collaborate with freelance roles; marketing, website, listening booth design and maker team, textile artist for banner making work, volunteers.

Computer literacy: must have excellent working knowledge of Word, Excel spreadsheets, Xero finance system, and be comfortable with other digital technologies including podcasting, recording and editing (some training will be given if necessary for the right applicant).

Numeracy: must be of a good standard to work with, manage and present updates to Dreadnought South West Co-Directors & Trustees.

Driving Licence and use of own car is essential as travel will form a central part of this role. Occasional stays away from home due to the geographical reach of project may also be necessary. Project travel and accommodation costs and expenses will be paid by the project.

Previous experience of working with volunteers and young people 14+.

Demonstrate an understanding and commitment to equality, inclusion and diversity across the whole of the project

Demonstrate an understanding of Dreadnought South West's charitable purpose, with a commitment to upholding and implementing this throughout project duration.

**Person specification (desirable):**

Experience of work with community archives, but desire to learn about archiving and appropriate working methodologies

Knowledge of website interfaces, desire to translate project to online audience

Experience of working with museums, libraries, community groups

Good understand of legal procedures around recording oral stories

Experience of reporting procedures with associated project funding bodies

**How to apply:**

Please send a CV and a covering letter (of no more than two sides) that tells us a story about women's activism (either contemporary or historical) that has inspired you, why you feel connected to a project such as this, and Dreadnought South West as an organisation.

Please read other documents available about the project and Dreadnought South West.

Application deadline is: Thursday 21st September 2017 by Midday. Candidates will be informed about interview on Monday 25th September by 3pm at the latest.

Please send to [info.dreadnoughtsw@gmail.com](mailto:info.dreadnoughtsw@gmail.com)

Interviews will take place at Exeter Phoenix Arts Centre on Friday 29th September.

If you would like any further information about the post, project or Dreadnought South West please contact Co-Director: [natalie.dreadnoughtsw@gmail.com](mailto:natalie.dreadnoughtsw@gmail.com)

**Start:** October 2017 and finish July 2019

Dreadnought South West is a committed equal opportunities employer, welcoming applications from all suitable qualified persons regardless of their age, gender, race, disability, religion, or sexual orientation.

Dreadnought South West is a Registered Charity. Charity Commission number 1170038.