

# Circus Around And About + Project Coordinator application pack



EAST  
QUAY



WILD APPLES  
21.09.2024 - 05.10.2025  
Suzanne Korda

THE ZIG SHOW  
A DEEPFAKE CABARET  
25.09.2024 - 01.10.2024  
Julie Elmes  
Cathryn F.

OPEN AIR  
25.09.2024

25.09.2024

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take  
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CIRCUS  
CITY



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**ARTS COUNCIL  
ENGLAND**

## Circus Around And About + (CAAA+): The Back Story

Circus Around And About (CAAA) pilot project (2021) brought delightful, small-scale circus shows to 27 villages across the south-west - it was a hit! With funding from Arts Council England, Take Art and Crying Out Loud worked together to make the magic happen. In 2024 Circus Around and About 2 (CAAA2) expanded this work with Diverse City joining the project to further diversify audiences. 42 performances took place through 2024 featuring indoor and outdoor circus.

CAAA+ aims to build on the learning from the previous projects with a particular focus on increasing inclusion for Disabled audiences. The Project Coordinator is essential to making this happen. We will engage with a team of community producers to build relationships with nominated venues and their adjacent Disabled groups. By doing this we aim to build the proportion of Disabled audiences enjoying contemporary circus in the south west. In addition the open call out for circus companies will be expanded to embrace European companies; and curtain raiser performance slots will be offered to circus school students. Our workshop and community residencies will continue. Sustainability and environmental considerations will form part of our planning and evaluation process.

Further CAAA2 information can be found on the [Take Art website](#).

## Project Partners

The organisations partnering to deliver CAAA+ are:

**Take Art:** Take Art is a pioneering arts charity based on a farm in rural Somerset. Uniquely it houses both a County Dance Agency and also a Rural Touring Service (alongside other Services). It has a commitment to both supporting the development and promotion of high quality arts practice, working with artists and companies locally, nationally and internationally. It also aims to enable Somerset residents to experience and participate in high quality arts activities.

Circus City, based in Bristol, are producers of the UK's largest international contemporary circus festival. Circus City is both a major showcase for some of the most innovative and outstanding international circus performance and an important meeting place for the sector. Since 2019 Circus City has been working to combat barriers for Disabled audiences and expand its programming beyond Bristol's city centre, to develop audiences in areas of low socioeconomic status.



## About the Role - Project Co-ordinator

- We are seeking a highly motivated and experienced individual with a track record in co-ordinating a multi-layered set of relationships. The post requires experience of touring projects within rural and urban community contexts and the necessary interpersonal skills and understanding of different working styles. We are a nimble, busy team looking for a proactive Project Manager. You will bring structured delivery methods, fresh approaches, and strong initiative to the project while actively contributing to our supportive, collaborative culture.

### Key Duties

#### Administration and project management

- Manage the project workplan including budget, tour scheduling and other tasks on time and within budget.
- Organise and take notes at quarterly partner meetings
- Liaise with Take Art on the financial management of the project

#### Co-ordination and liaison

- First point of contact for artist and partner queries and logistical information across booking, touring, residencies, workshop and evaluation activity. With face to face support to venue partners as required.
- Lead communication with each company to ensure buy-in and familiarity with rural and community touring in practice, ensuring companies feel prepared and expectations are realistic.
- Ensure companies make suitable adaptations to their work so that it is 'tour ready' for rural/community touring, including through allocation of adaptation budget.
- Co-ordinate the selection of artists for the menu in conjunction with project partners
- Liaise with companies and graphic designer to produce the menu to a timeline agreed by the project partners
- Celebrate, promote and discuss the CAAA+ menu with presentation partner staff and their local volunteer promoters to ensure suitability and local ownership of programmed shows.
- Liaise between presenting partners, promoters and companies, sharing successes and managing and arbitrating issues arising.
- Champion the welfare of companies with presenter partners to create the best possible performance conditions.
- Work alongside Circus City to ensure access needs of companies and community producers are met.

#### Audience reach, communications and marketing assets

- Liaise with partners, Project Marketing Co-ordinator on the implementation of the audience development and marketing plan
- Liaise with Circus City and Community Producers to support project reach to Disabled audiences.
- Ensure all marketing and publicity channels; print, digital, social media are optimised including:
- Company and show information proofed to ensure language and images connect with a diverse, typical non-arts and family audience
- National press coverage in liaison with the Project Marketing Co-ordinator, Take Art, partners and presenting partner staff
- Additional material to supplement existing company marketing assets where necessary, commissioned or contracted from a dedicated budget

#### Production

- Work with the production manager to assess and implement risk management strategies including wet weather contingencies.

## Advocacy

- Work with partners to develop a circus rural/community touring toolkit

## Evaluation

- Liaise with the independent evaluator and ensure raw data is collected for the purposes of evaluation.

## Personal Specification

|                                        | Essential                                                                                                                                                                                                                                                                                                                                                                           | Desirable                                                                                                                                                                                                                                                 |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Knowledge</b>                       | <ul style="list-style-type: none"><li>• Knowledge &amp; experience of rural/community touring</li><li>• Proven problem solver and decision maker</li><li>• Budget management</li></ul>                                                                                                                                                                                              | <ul style="list-style-type: none"><li>• Knowledge &amp; hands-on experience of making, producing and/or touring circus</li><li>• Knowledge of the south west rural and urban touring context</li><li>• Knowledge of evaluating complex projects</li></ul> |
| <b>Skills</b>                          | <ul style="list-style-type: none"><li>• A passion for reaching new and Disabled audiences for contemporary circus</li><li>• Strong producing skills in the performing arts with demonstrable experience of leading complex projects with multiple stakeholders</li><li>• Excellent communicator with demonstrable track record of working within complex touring projects</li></ul> | <ul style="list-style-type: none"><li>• Understanding of the social model of disability and access support processes</li></ul>                                                                                                                            |
| <b>Experience &amp; Qualifications</b> | <ul style="list-style-type: none"><li>• Experience of delivering effective, accessible audience development strategies</li><li>• Hold a full driving licence and have access to a car</li><li>• Flexibility and willingness to work unsocial hours</li></ul>                                                                                                                        | <ul style="list-style-type: none"><li>• Experience of delivering artist development projects</li><li>• Experience of delivering workshops/residencies for Children &amp; Young People/Families</li></ul>                                                  |

## Terms and Conditions

- Salary: £27,500 pro rata per annum – this equates to £16,500 actual part time salary per annum
- Hours: 0.6FTE (3 days a week equivalent to 22.2 hours per week)
- Term of Contract: Salary on the Take Art payroll on an approximately 21 month fixed term contract
- Contract period: 1 September 2026 – 31 May 2028
- Location: Various across south-west England using Take Art office in South Petherton, Somerset and home as office base on hybrid working arrangement by agreement
- Reporting to: Executive Director, Take Art

## Application Process

Application deadline: 5.00pm Tuesday 4th August 2026

Interview date/s: Interviews will be held on one of the following days Tuesday 18th August 2026 in person, in Somerset

**Location:** Hybrid - home/office working: you will be expected to travel independently to rural locations where no public transport exists.

## How to apply

Please apply via email to [recruitment@takeart.org](mailto:recruitment@takeart.org) with either:

- A written application to include a copy of your C.V and a statement (no more than two A4 pages please) or
- A video or audio recording (no more than 10 minutes) to include a summary of your C.V. and statement

In your statement please:

- tell us why you are interested in the role
- tell us what relevant skills and experience you bring that make you suitable for the role
- In your statement we recommend that you respond the key duties and the person specification

Take Art and Circus City are both equal opportunity employers and committed to equality, diversity and inclusion with the desire to build a workforce that is representative of the children and families with whom we work. We actively encourage applications from all backgrounds and from all sectors.

If you would like to talk to someone about the role please contact Ralph Lister [ralph@takeart.org](mailto:ralph@takeart.org) to arrange a time and date for a phone conversation.

