

Circus Around And About + Project Coordinator application pack



EAST QUAY



WILD APPLES
21.09.2024 - 05.01.2025
Suzanna Karalis

THE ZIG SHOW
A DEEPFAKE CABARET
25.09.2024 - 01.10.2024
Jake Elwes
Codyrly 7

OPEN AIR
25.09.2024

take art



CIRCUS CITY



Supported using public funding by
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. Suitable candidates will have experience of producing touring projects across rural and urban community contexts, and the interpersonal skills and understanding of different working styles required. Working within a small busy team means we require someone who can adjust quickly and contribute positively to a supportive and collaborative working culture.

Key Duties

Tour booking, liaison between Circus Companies, Presenting Partners, Community Producers and Local Promoters

- First point of contact for artist and partner queries and logistical information across booking, touring, wraparound and evaluation activity. With face to face support to partners as required..
- Lead communication with each company to explain clearly how rural/community touring works in practice and ensure that company expectations are realistic.
- Manage the project workplan including budget, tour scheduling and other tasks on time and within budget
- Lead communication with presentation partner staff and their local volunteer promoters enthusing about the 'menu' and ensuring that the presenting partner and promoter chooses the right show for them.
- Liaising with the Community Producers in building Disabled audience relationships with nominated venues
- Allocate the adaptation budget and support companies to make adaptations to their work so that it is 'tour ready' for rural/community touring.
- Liaise between the presenting partners, promoters and companies with regards to concerns
- Check company and show information is accessible to a non-circus familiar and Disabled audience.
- 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
- Troubleshoot issues arising in the lead up to, during and following the performances, including wet weather contingencies
- Champion the welfare of companies to create the best possible performance conditions.
- Arbitrate/troubleshoot issues between companies, promoters and schemes
- Produce end of project report for ACE in conjunction with the partners

Workshops/Residencies with Young People & Families Support

- Liaise between the companies and presenting partners and facilitate good and clear communication.
- Liaise between the project presenting partners and each residency as appropriate.

Menu compilation

- 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

Access Needs & Community Producer Support

- Work alongside Circus City to ensure companies access needs are met
- Work alongside Circus City in supporting the team of Community Producers

Central co-ordination

- Organise and take notes at quarterly partner meetings
- Liaise with the independent evaluator and ensure raw data is collected for the purposes of evaluation.
- Liaise with partners, Project Marketing Co-ordinator on the implementation of the audience development and marketing plan

- Work with partners to develop a circus rural/community touring toolkit
- Liaise with Take Art on the financial management of the project
- Attend advocacy and circus industry events as and when appropriate to raise profile of the project and its ethos
- Ensure the project partners regularly review the terms as set out in the Arts Council Strategic Touring agreement

Personal Specification

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

Terms and Conditions

- Salary: £27,500 pro rata 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 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 to arrange a time and date for a phone conversation.

