



SALTAIRE INSPIRED LIVING ADVENT CALENDAR CO-ORDINATOR 2026

Location: Sالتايرة/Shipleigh

Reports To: Board of Trustees

Job Type: Contract/Freelance

Fee: £1,000.00

Estimated hours: approx 50 hours

About Us: Sالتايرة Inspired is a visual arts charity that creates engaging contemporary arts events in the UNESCO World Heritage Site of Sالتايرة and its surroundings. We deliver three annual arts events that contribute to Bradford's ambition to become an internationally recognised centre for the visual arts: the Sالتايرة Arts Trail, the Winter Makers Fair and the Living Advent Calendar. We support local and regional artists and makers at different stages in their careers; create opportunities for young people to explore careers in the arts; inspire creative participation in our local communities; and support Sالتايرة's visitor economy.

Purpose of the Role: The role of Living Advent Calendar Co-ordinator offers the opportunity to join the Sالتايرة Inspired team in delivering this popular annual event that celebrates community participation and creativity.

Key Function and Responsibilities

- Co-ordinate Living Advent Calendar (LAC) team meetings (online)
- Work with the Marketing Manager to promote community and local business participation in LAC26 (launching September)
- Coordinate the LAC26 schedule by liaising with community participants and local businesses to agree opening dates and provide details and information about the event
- Work with the Programme Producer to co-ordinate window exchange opportunities with new and existing partners ie. Rydals Museum in Sweden and Derwent Valley/New Lanark in the UK
- Plan and deliver a social/workshop evening for the participants (mid-November)
- Work with the Marketing Manager to produce and distribute marketing materials
- In conjunction with the Marketing Manager, liaise with media contacts to co-ordinate articles, interviews and features
- Work with the Marketing Manager and LAC team to collect information and coordinate photography during the event for promotion via social media
- Attend SI Board meetings and provide activity updates as required
- Collate feedback from participants and audiences as part of an evaluation report

The role involves a mix of on-site and remote working, and a degree of flexibility is required to make person-to-person contact with community participants outside of normal working hours. The Co-ordinator will receive support from the Team and Trustees to help with delivery.

This role will run from October 2026 - January 2027, and a fixed fee of £1,000 is offered for an estimated 50 hours work.

Please send your expression of interest and an overview of your suitability for the role (up to 500 words) to livingadventcalendar@sالتايرةinspired.org.uk by the end of 2nd October.