



FUTURECITY SEEKS A PROJECT CO-ORDINATOR

Futurecity seeks a Project Co-ordinator on a full time and permanent basis to join our team starting as soon as possible and based in our Clerkenwell office. Giving support to both the Arts and Strategy team, you'll work in a creative, culturally enterprising and fast-moving environment. We are looking for an assertive arts/cultural co-ordinator, with strong interpersonal skills and Indesign skills. You'll generate project content - ideas, proposals with the team as written and supporting visual material, input into research for projects and compile visual presentation material and images for Client and public issue and collaboratively work with graphic designers. Your project administration experience in an arts or cultural field will be invaluable as will your skills in developing client relationships.

Applicants need to demonstrate their level of ability in regard to:

- Cultural project experience (urban design, cultural curation, public art commissioning etc.)
- Private sector client experience
- Indesign DTP skills, PowerPoint
- Good excel skills

Please send an expression of interest to Anna Pearson (hr@futurecity.co.uk) with a CV and short cover statement outlining what you can offer Futurecity.

Futurecity develops cultural visions for the urban realm, bringing creative people and urban space together to create great places. We work internationally - with multiple live projects in the UK, US, Australia, Middle East - to connect city makers with artists, curators, galleries and cultural institutions from commissioning ambitious public art works to producing strategies that unlock the cultural potential of entire districts. As an agency looking towards new models of arts commissioning, we hold a strong track record with working with blue-chip galleries.

Unfortunately, volume of interest means we cannot RSVP or provide feedback to unsuccessful applicants.