**Volunteer Arts Co-ordinator**   
Job Description

The Swiss Church in London is a unique arts venue, community hub and active church in London’s West End. Its award winning renovation in 2009 by the globally renowned architects, Christ & Gantenbein, modelled itself on the White Cube gallery to create a versatile spiritual space where Christian and multi-faith worship meets, engages and collaborates with secular artistic practice.

The arts programme aims to strengthen community through the arts, whilst finding ways to best support London’s emerging artists. The programme includes short, highly subsidised hires for exhibitions, three months residencies with a stipend, and a partnership with Goldsmiths University (now it its twelfth year). Past recipients of arts programme opportunities include arts festivals and organisations such as Bloch Universe and Open Space, curators and artists such as Hot Desque and Hamed Maiye, emerging theatre companies with works heading into The Park Theatre, Grimeborn at The Almeida Theatre and The Vaults Festival, as well as more long term commitments to our resident choir, High Holborn Chamber Choir, and our new resident orchestra, London Baroque Orchestra. We are also working with Camden Council to better support local artists and organisations, with our Autumn 2021 residency reserved for Camden based creatives.

The program is driven by the Art Committee, a cross-disciplinary group of arts professionals including established visual artists such as co-chairs Mary Branston and Julie Hoyle. The committee decides on the shape of the program, in terms of what opportunities can be offered, and who will be the recipients of these opportunities, including the adjudication of residency applications. There is also a Reading Group, a large pool of cross-disciplinary artists, who support the early part of the adjudication process.

We are looking for a Volunteer Arts Coordinator who is:

* Engaging and artist-facing
* Excited about the opportunity to help shape and support an increasingly important part of the London arts landscape
* Actively participating in an inspiring and diverse arts scene and part of an inclusive, warm and engaging community

The Volunteer Arts Co-ordinator will oversee the implementation of the arts programme, from scheduling, taking part in and making notes for art committee meetings, creating and taking part in the adjudications processes, to liaising with and giving building access to artists/recipients of the arts programme. It is an exciting and rewarding role, which will include moments of enjoying the exhibitions, concerts and theatre shows supported by the organisation.

We see our arts programme as an opportunity to engage with people from all backgrounds, cultures, and beliefs, and welcome all applicants, especially those from under-represented communities.

Please email [art@swisschurchlondon.org.uk](mailto:art@swisschurchlondon.org.uk) for more information.