



Gig Buddies Belfast Coordinator (Job Share)

Application Pack



Thank you for your interest in the Gig Buddies Belfast Coordinator (Job Share) position at The Black Box. Working with our dynamic team at The Black Box, Gig Buddies Project Coordinator Job Share opportunity is perfect for a candidate that is looking for a part time position and has a background with the D/deaf, Disabled and/or Neurodiverse community, has a keen eye for social media and has experience in administration, and writing reports.

Working with the local Deaf, Disabled and/or Neurodiverse community in Belfast, volunteers and The Black Box Team, The Gig Buddies Belfast Coordinator (Job Share) will be responsible for Gig Buddies Audience Communications and social media, Partnership Development and Monitoring, Reporting & Evaluation.

Key Details

Job Title: Gig Buddies Coordinator (Job Share)

Location: Belfast

Status: Part-Time 15 hours per week (Job Share)

Salary: £27,000 per annum (FTE) £10,137 per annum (pro rata)

Contract: fixed term contract to be reviewed annually

Pension: Opt-in (NEST)

Annual Leave: Pro-rata based on 25 flexible leave days plus statutory holidays

About The Black Box

Established in 2006, The Black Box is a vibrant arts space in the heart of Belfast's Cathedral Quarter. One of the leading lights of the city's arts and entertainment sector over the last two decades, our dedication to accessibility, quality and innovation have made it one of the most beloved venues in town with audiences and artists alike.

We are passionate about removing barriers to accessing great events and improving the ability for all to experience, enjoy and engage with the arts and great ideas. We programme and present work across all platforms, from music, literature, and theatre, to film, comedy, live art, cabaret, and talks.

Most importantly, the Black Box provides a unique incubation space for emerging artists, curators and promoters to experiment and try out great new ideas, laying the groundwork for the future of our arts sector.

As a not-for-profit arts venue, the Black Box works closely with community initiatives, as well as with many of Belfast's highest profile festivals.



About the Role

Gig Buddies Belfast is a pioneering project delivered by The Black Box in partnership with Stay Up Late (UK). The programme matches adults with learning disabilities and/or autism with volunteers who share similar interests, especially in music, arts, and culture, supporting them to attend gigs and events together as equal citizens.

This is a job share role. The new Coordinator will take the lead on communications, reporting, and partnership development, working collaboratively with their job share partner to deliver a vibrant and accessible community programme.

Principal Accountabilities

Project Communications

- Manage Gig Buddies Belfast's social media platforms (Facebook, Instagram).
- Plan and create inclusive, engaging, and accessible digital content.
- Promote Gig Buddies activities, social events, and volunteer opportunities to the wider public and target groups.

Partnership Development

- Develop and maintain relationships with venues, festivals, and promoters to ensure a growing network of accessible events.
- Promote best practice in accessibility and inclusion among partner venues.

Monitoring, Reporting & Evaluation

- Prepare bi-monthly project updates and impact reports for the Director and Belfast City Council.
- Work with your job share partner to collect data and feedback from participants and volunteers.
- Support the Black Box Director in the creation of the annual report.
- Maintain accurate records and documentation of programme activity and participant engagement.

Training and Safeguarding (shared responsibility)

- Support the organisation and delivery of volunteer training sessions.
- Contribute to the annual review and assist the Director in updating the Gig Buddies Safeguarding and Adults at Risk Policy.



- Ensure all communications and partnerships uphold The Black Box's safeguarding standards.
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Essential Criteria

- Demonstrable experience working with the d/Deaf Disabled and or Neurodiverse Community.
 - Demonstrable experience/knowledge in content creation for social media accounts
 - Excellent written and verbal communication skills.
 - Proven ability to build relationships with a wide range of stakeholders and partners.
 - Experience producing reports, updates, or content for funders, partners, or boards.
 - Commitment to inclusion, accessibility and the social model of disability.
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Desirable Criteria

- Understanding of the arts, disability rights and access issues in cultural settings.
 - Knowledge of Belfast's music and cultural landscape.
 - Experience using Photoshop, Canva, Mailchimp or similar platforms.
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Equal Opportunity Statement

The Black Box is an equal opportunities employer and does not discriminate on the basis of perceived religious or political affiliation, gender, gender expression, sexual orientation, marital status, disability, colour, race, or ethnic origins.

How to Apply

Please email director@blackboxbelfast.com with a single PDF or Word document that includes:

- Your CV (no more than 2 A4 pages), including name, address, email, contact number, and references.
- A cover letter (maximum 2 A4 pages) outlining why you would be an excellent candidate for this role, based on the responsibilities and criteria outlined.

Applications submitted via download links will not be accepted.



Deadline for applications: 5pm 19th August 2025

Interviews anticipated: Week commencing 25th August 2025

The Gig Buddies Belfast Project is proudly funded by Belfast City Council



Belfast
City Council