Tape Letters - Scotland
Project Co-ordination role

Modus Arts is seeking a Project Coordinator for the Tape Letters project which seeks to rediscover audio cassettes recorded by Pakistani-heritage communities in Scotland and exchanged with family and friends overseas. These will be archived the at the National Library of Scotland, creating a permanent and protected collection of heritage artefacts and a unique insight into the migratory experience and the Scottish-Pakistani identity.

The collection will be supplemented by a series of new oral history interviews with those who recall the use of 'tape letters', adding further context to the collection currently held at the Bishopsgate Institute in London. At the conclusion of the project, a series of exhibitions and associated outputs will ensure that the project celebrates the heritage it protects, with and for as wide an audience as possible.

The project is funded by the National Lottery Heritage Fund, and initial project partners include the National Library of Scotland, The Scottish Oral History Centre, Edinburgh Council, and various community groups in Glasgow.

Contract	Freelance contract. 135 days at £140 a day, totalling £18,900. Travel expenses paid. Contractor must be self-employed and resident in Scotland.
Purpose	Managing (with the Project Director) the collection of the Tape Letters archive. Coordination of freelance staff and volunteers.
Timeframe	January 2023 – July 2024. Average of 2.5 days per week spent on the project. Flexible hours.
Key Activities	- Supervise the collection of 'tape letters' cassettes and the oral histories for the Tape Letters archive – working closely with the Project Director - Recruiting and supervising the work of three Community Engagement Officers in Glasgow, Edinburgh and Dundee - Overseeing the recruitment and induction of 12 volunteers spread across the three cities

	• Supporting Community Engagement Officers to deliver 5 reminiscence events with local community groups • Scheduling training sessions with the Scottish Oral History Centre for Community Engagement Officers and volunteers • Managing project data using cloud-based platforms (Google Drive, OneDrive etc), and working on qualitative data analysis software such as NVivo • Collect records of project activities for publicity and monitoring, including evaluating volunteer engagement and learning.
Essential Skills	● Demonstrable experience of supervising staff and volunteers in community settings ● Demonstrable experience planning and delivering project outcomes ● Experience of the facilitation of meetings, events and training sessions ● Excellent spoken and written communication skills ● Ability to collect highly personal archive material with sensitivity and tact and maintain confidentiality at all times ● Ability to work co-operatively with other members of the project team. ● Willing to travel nationally. ● Good working knowledge of basic IT software (Word, Excel, Google Drive). ● Ability to be administratively self-sufficient.
Desirable Skills	● Experience of oral history and/or community heritage project management. ● Experience of community-based archive collection.

	● Experience of working with audio: recording, editing and archiving.
	● Ability to speak Urdu and/or other languages and dialects spoken in Scottish-Pakistani households (i.e. Pothwari, Pahari, Punjabi, Mirpuri etc).
	● Good knowledge of Scottish-Pakistani migration experiences
	● Experience of producing reports for funders and stakeholders

To apply, please send us a CV and answers to the following questions to hello@modusarts.org, referring to the role description and person specification above.

* Tell us why you are interested in this role. (200 words or less)

* Describe your past experience supervising and supporting staff and volunteers in community projects/organisations (500 words or less)

* Explain how your skills and experience will help you to achieve the deliverables we list in the role description. (800 words or less).

Final submission date: 5pm on Friday 3rd of Feb 2023.

Interviews will initially take place online on the 9th and 10th of February 2023, followed by in-person interviews on the 16th and 17th of February 2023.

More info:
Project website: www.tapeletters.com
Linktr.ee: https://linktr.ee/tapeletters
Socials: @tapeletters
Organisation: www.modusarts.org
Email: hello@modusarts.org

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