



Artist Development Coordinator Recruitment Information Pack

About Magic Acorns

Magic Acorns is one of the UK's leading early years arts organisations. Based in Great Yarmouth, Norfolk, we co-create spaces where babies, children, families and artists can flourish together. We are the first dedicated early years arts venue in England, and in 2025 we hosted the first Ripple Early Years Arts Festival and Symposium.

Our reach has expanded over the past seven years through inter/national collaborations, nurturing and supporting artists to developing experimental creative residencies. We are part of diverse communities, united by the shared vision of creating, experimenting and developing exceptional early childhood arts.

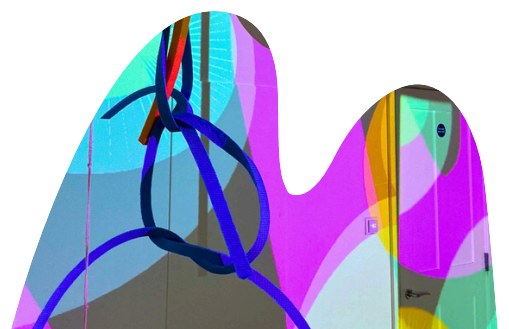
Our work with families offers a safe, nurturing and magical space, laying the foundations for a lifetime of self-expression and artistic growth. This is the cornerstone of our vision: to create arts encounters specifically with and for people under four years old and their families, where arts can be created and experienced in non-conformist ways.

Through our new Sustain project, funded by Arts Council England, we are at a really exciting point in our story. Join us on this fascinating journey and be part of the transformative power of arts in early childhood.

Contract type: Freelance, 33 days over approximately 10 months @ £250 per day

Location: Great Yarmouth and remote

Contract length: The contract will run from September 2026 - June 2027. This is not a full time role and could be part of a freelance portfolio or work around other work commitments.





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What is the overall purpose of the role?

We are looking for somebody who will **play a key role in promoting and coordinating Magic Acorns' Creative Professional Development (CPD) offers** which support artist development both locally and nationally.

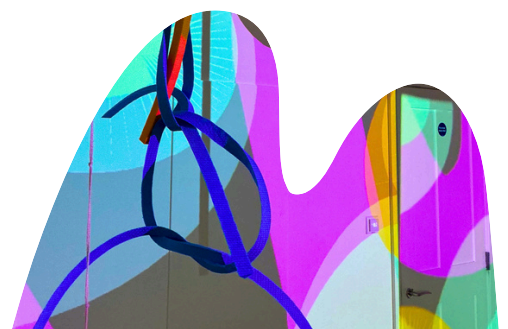
As part of "Sustain", our new Arts Council England- funded project running from June 2026 to June 2027, you will help define and grow Magic Acorns' CPD offers that will develop a new generation of early years artists.

This is **a new and strategic role, sitting at the heart of our programme**, you will be working alongside our core team to grow earned income, and build the long-term financial resilience of the organisation.

You will help us to **develop individual socially engaged artists** and reach out to forge **new connections with educational, arts and cultural, health and social care organisations nationally**, informed by our hyper-local and relational approaches. You will be **well connected, a natural networker**, and genuinely excited about early years arts and the people who make it happen.

You will be **smart, flexible, dynamic and collaborative**. You will be comfortable managing multiple workstreams, **communicating across very different communities**, from FE students and university partners to freelance artists and community organisations.

You will **bring your energy, knowledge and ideas** to the Magic Acorns mix.





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Key activities and responsibilities

This is a broad and exciting role. The balance of duties will be determined in dialogue, but will include the following.

Taster Days Roadshow

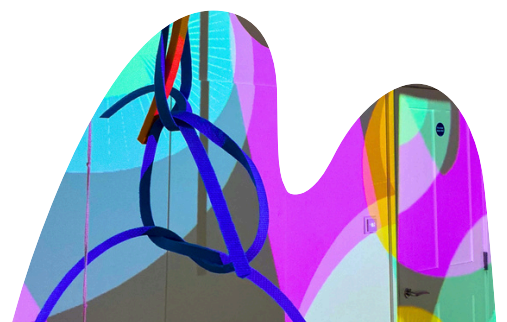
You will **coordinate a Roadshow of six Taster Days, promoting Magic Acorns' nuanced training methods**, developed over 25 years working with families in Great Yarmouth. **Working in partnership with transdisciplinary organisations** including East Coast College, Groundswell Arts, Spark Arts for Children, Suffolk Artlink, and Tate St Ives, you will:

- Manage logistics, communications and planning for each Taster Day
- Liaise with national and local delivery partners to understand sector training needs
- Support continuing mentorship and signposting for participants interested in working in creative industries
- Travel to Taster Day locations as required to support delivery

Confluence Creative Residency

You will **coordinate the Confluence Creative Residency**, designed to develop a new generation of diverse early years artists. This includes:

- Managing recruitment for the residency, **supporting access** for a shortlist of 12 applicants
- Coordinating three Confluence Artist awards and associated bursary agreements
- Organising four day-long development workshops and broader pay-what-you-can participation sessions
- Liaising with studio and exhibition partners
- Working with a videographer and supporting exhibition development for final sharing events
- Communicating with and supporting the community of Confluence artists throughout their residency





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CPD development and sales

Working closely with our core team you will:

- Help to define and grow Magic Acorns' CPD offer, contributing to our earned income targets
- Manage ongoing relationships with national partners: Groundswell Arts, Spark Arts for Children and Tate St Ives
- Support the development of online networking meetings and digital CPD promotion

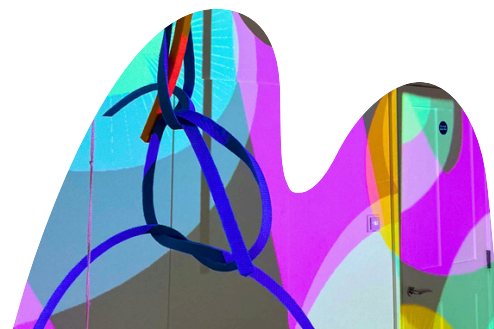
Administration

- Manage general administration relating to CPD, artist development and partner communications
- Keep records, track progress and report to the Play and Study Centre Director and Project Manager
- Attend team meetings and contribute to the wider life of the Sustain project and Magic Acorns

Personal attributes

You are:

- Passionate about early years, arts and the people who make it happen
- An excellent communicator, warm, friendly and at ease across very different communities and contexts
- Exceptionally well organised, with an aptitude for keeping multiple plates spinning
- Self-motivated and enjoy working as part of a small team
- A natural networker, both in person and digitally
- Creative and solutions-focused, able to think on your feet
- Committed to diversity, inclusion and equity in the arts





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Education, qualifications or experience

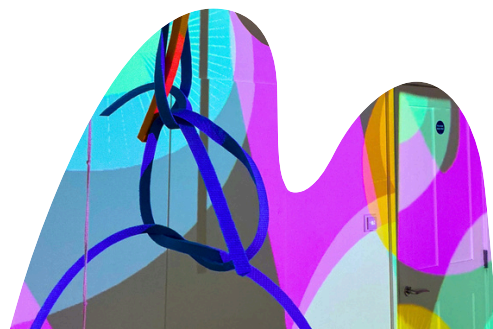
- Educated to undergraduate level, ideally in a related subject such as the arts, education or cultural management, **OR candidates without a degree will have a higher level of vocational experience**
- Experience working in an arts, early years or community arts context
- Experience of project coordination or arts administration
- Experience of, or a strong interest in, socially engaged arts practice

Knowledge, skills and abilities

- Excellent communication skills, both verbal and written, across a wide range of audiences
- Strong organisational skills and attention to detail
- Ability to manage a diverse and varied workload, prioritise effectively and meet deadlines
- Ability to network effectively and build relationships with individuals and organisations locally and nationally
- Knowledge of the arts and cultural sector, regionally and/or nationally
- Understanding of early years arts, education or community practice (desirable)
- Confidence working independently and using your own initiative
- Familiarity with digital tools and online platforms for communication and coordination

Practical requirements

- You will need access to your own password-protected laptop
- You will need a DBS check registered with the update service, or be willing to provide the information to obtain one
- You will need to be able to travel to Great Yarmouth and, on occasion, to national partner locations





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How to apply

Please fill in this **expression of interest form** include **two unrelated reference contacts** - these must include a work or organisation email address, they won't be contacted until later in the process. **In addition you can also send us your current CV** to be considered alongside these answers.

Deadline: 2nd August 2026 at 9pm

Contact: info@magicacorns.co.uk

If you have any questions about the role before applying, please do get in touch. We are happy to have an informal conversation.

We actively encourage applications from people of all backgrounds, particularly those who are currently under-represented in the arts. Magic Acorns is committed to fair, inclusive and safer recruitment.

