



## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Programmer (Exhibitions and Collections)	<b>Grade:</b> PO1
<b>Section:</b> Arts	<b>Directorate:</b> Environment and Community Services
<b>Responsible to following manager:</b> Programme and Partnerships Manager	<b>Responsible for following staff:</b> 1 FTE Arts Officer
<b>Post Number/s:</b>	<b>Last review date:</b> February 2020

#### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

#### Job Purpose

The post requires an experienced cultural programme developer, with experience of developing and managing public programmes, and the partnerships, people and resources to deliver them.

The Programmer (Exhibitions and Collections) for the Arts Service and Orleans House Gallery (OHG) is responsible for parts of the public and strategic programmes delivered by the Arts Service. This includes programming across three exhibition spaces, setting a visual arts strategy that supports local artists as well as bringing new art to the borough. The Programmer (Exhibitions and Collections) will manage the Richmond Borough Art Collection and the interpretation of the venue.



The council is committed to providing a high quality, publicly accessible and creative cultural programme across the borough. The Arts Service, whilst ensuring programmes are suitable for the location, will offer exciting new ways to deliver creative practice, including some surprises.

The Environment and Community Services Directorate is divided into four divisions and this role is part of the Arts Service which sits in the Culture division alongside Parks and Sports.

The post holder will work closely with staff from across the council, Members, partners, members of the public and members of outside organisations.

This is a new post within the Arts Service and an opportunity to contribute to the next phase of the service.

### **Specific Duties and Responsibilities**

1. To develop and deliver relevant public facing programmes and activities including a range of exhibitions across three galleries, but also at other sites and via new technologies. Some of these activities need to engage audiences with the Richmond Borough Art Collection and the history of Orleans House Gallery.
2. To oversee the secure storage of, care of, and maintenance of the Richmond Borough Art Collection to a sector recognised standard while ensuring continued public access to this resource. To take a strategic approach to collection management.
3. To manage budgets and financial targets and where required make operational and service changes to meet financial restrictions. This includes core budgets and securing additional revenue funds for programmes from a variety of sources.
4. To manage partnerships and co-commissioning arrangements with artists and other organisations.
5. To develop marketing and communication materials to ensure services are communicated well to the relevant audiences and influencers.
6. To contribute to strategic initiatives and policies which increase the effectiveness of our services. To work with other Council services and partners to increase the public benefit on shared priorities.
7. To work flexibly across the service and provide support and cover for senior staff as required.



The post is one of three positions that develop and deliver the cultural programmes for the Arts Service:

Programmer (Artist Development)

Management of relevant public facing programmes and activities that encourage the development of artists and the arts sector within the borough.

Programmer (Learning and Engagement)

Management of our learning and engagement activities and embedding participation within all services delivered.

The three posts report to the Programme and Partnerships Manager who has the overall responsibility for our public facing programmes and partnerships.

Four FTE Arts Officer roles support the work of the three programming posts.

**Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information:** 36 hours Monday to Friday. The post includes some flexible working, including weekends and evenings. The venue is open six days a week, and programmes run over weekends and evenings. Multiple sites and programmes will run at the same time. Both the establishment staff and other support staff and volunteers work across flexible hours.

## Person Specification

<b>Job Title:</b> Programmer (Exhibitions and Collections)	<b>Grade:</b> PO1
<b>Section:</b> ECS Culture	<b>Directorate:</b> Environment and Community Services
<b>Responsible to:</b> Programme and Partnerships Manager	<b>Responsible for:</b> 1 FTE Arts Officer
<b>Post Number/s:</b>	<b>Last Review Date:</b> February 2020

### Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two Boroughs, and we prize these qualities:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means, we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
<b>Knowledge</b>	
Knowledge of current best innovative practice in cultural development and creative programming.	A / I
Knowledge of operational systems that enable the smooth delivery of services.	A / I
Knowledge of relevant legislative and procurement processes.	A / I
Knowledge of digital platforms for communications, and new artistic practices employing digital media.	A / I
<b>Experience</b>	
Experience of developing and delivering public facing creative programmes	A / I



(annual visitors of 30,000 plus) with a focus on exhibitions, visual art and gallery-based activities.	
Experience of managing and maintaining public art collections, including issues related to cataloguing, provenance and increasing public access.	A / I
Experience of creating new innovative arts programmes for the public.	A / I
Experience of managing risk and security issues in relation to assets and people.	A / I
Experience of managing sensitive matters in relation to partners or users and ensuring data protection.	A / I
Experience of developing strategies for service improvement or in relation to changing environments.	A / I
Experience of programme evaluation, including the collection and analysis of data.	A / I
Managing and leading teams in a fast-moving dynamic environment.	A / I
Management of 'communications' on projects or initiatives, including public facing campaigns. This should include use of digital and social media.	A / I
Management of initiatives that incorporated new audience development, including the diversification of audiences.	A / I
Financial management including managing service reductions and new income generation. Including funding bids and private income sources.	A / I
<b>Skills</b>	
Ability to forward plan and manage relevant risk processes for assets and services.	A / I
Ability to communicate clearly and effectively, both orally and in writing, with a wide range of individuals.	A / I
Ability to work independently and as an effective team member using initiative.	A / I
Ability to adapt to changing priorities, contexts and deadlines.	A / I
<b>Qualifications</b>	
None	

**A – Application form**

**I – Interview**

**T – Test**

**C – Certificate**