

**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:** Arts & Heritage Programmer, Arts and Orleans House Gallery | **Grade**: PO1 |
| **Section: Arts** | **Directorate:** Environment and Community Services |
| **Responsible to following manager:**  Programme and Partnerships Manager | **Responsible for following staff:**  Development Officers 1.5-2 FTE |
| **Post Number/s:** | **Last review date:** May 2019 |

**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 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.

The Arts and Heritage Programmer for Arts and Orleans House Gallery (OHG) is responsible for parts of the cultural public and strategic programmes delivered by the arts service. This includes activities which are developed at the main site OHG and those off site.

The service has been reviewed, and a restructure is underway. This is a new post within the redesigned structure.

This comes after the completion of a HLF project to restore renovate and rebuild OHG. The building re opened to the public in March 2018.

The service the capital assets and wider council structure are likely to continue to see substantial ongoing changes, alongside the fast-moving cultural context of the UK and Europe.

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 council is committed to providing a high quality publicly accessible creative and cultural programme across the borough. A service which whilst suitable for the location will offer exciting new ways to deliver creative practice and some surprises.

**Specific Duties and Responsibilities**

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

Arts & Heritage Programmer - Management of events and festivals, and activities that relate to the historic venue.

Development and day to day management of partnerships and other mechanisms that increase the cultural offer. Working with the Programmes and Partnerships Manager to develop a strategic plan. Managing distinct partnerships that relate to specific projects

Exhibitions & Collections Programmer - Management of galleries, collection and the content/interpretation of the venue.

Feeding into development of partnerships and other mechanisms that increase the cultural offer. Managing distinct partnerships that relate to specific projects

Learning & Engagement Programmer - Management of our participation activities, incorporating these into the main programmes developed by the service.

Development of partnerships and other mechanisms that increase the cultural offer.

Managing distinct partnerships that relate to specific projects

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

5.5 FTE arts development officers support the work of the three programming posts.

1. To develop and deliver relevant public facing programmes and activities. Including a range of activities such as our existing Literature Festival, but also new programmes that include other art forms and new technologies. Some of these activities need to relate to the historic Orleans House Gallery, ensuring creative content that references the architecture and history of the site.
2. 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.
3. To manage partnerships and co commissioning arrangements with others. Supporting the development and delivery of a strategic partnership plan.
4. To develop marketing and communication materials to ensure services are communicated well to the relevant audiences and influencers.
5. To contribute to strategic initiatives and policies which increase the effectiveness of our services. Working with other Council services and partners to increase the public benefit on shared priorities.
6. To work flexibly across the service and provide support and cover to other senior staff as required.

**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 6 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**

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| **Job Title:** Arts & Heritage Programmer, Arts and Orleans House Gallery | **Grade**: PO1 |
| **Section:** ECS Culture | **Directorate:** Environment and Community Services |
| **Responsible to:** Programme and Partnerships Manager, Arts and Orleans House Gallery | **Responsible for:**  1.5-2 FTE Development Officers |
| **Post Number/s:** | **Last Review Date:** May 2019 |

**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.

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| **Person Specification Requirements** | **Assessed by**  **A**  **&** I**/ T/ C (see below for explanation)** |
| **Knowledge** | |
| Knowledge of current best innovative practice in cultural development and creative programming. | I |
| Knowledge of operational systems that enable the smooth delivery of services | A |
| Knowledge of the relevant legislative and procurement processes. | A |
| Knowledge of digital platforms for communications, and new artistic practices employing digital media | I |
| **Experience** | |
| Experience of developing and delivering public facing creative programmes  (annual visitors of 30,000 plus). With a focus on festivals and multidisciplinary programmes. | A / I |
| Experience of creating new innovative arts programmes for the public. | I |
| Experience of managing risk and security issues in relation to assets and people | I |
| Experience of managing sensitive matters in relation to partners or users and ensuring data protection. | I |
| Experience of developing strategies for service improvement or in relation to changing environments. | I |
| Experience of programme evaluation, including the collection and analysis of data | 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 |
| Management of initiatives that incorporated new audience development, including the diversification of audiences. | I |
| Financial management including managing service reductions and new income generation. Including funding bids and private income sources. | A/I |
| **Skills** | |
| Ability to forward plan and manage relevant risk processes for assets and services. | 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 own initiative. | A / I |
| Ability to adapt to changing priorities, contexts and deadlines. | A / I |
| **Qualifications** | |
| None |  |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**