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

**Job Description**

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| **Job Title:** Arts Officer (Exhibitions and Collections) | **Grade**: SO2 |
| **Section:** Arts | **Directorate:** Environment and Community Services  |
| **Responsible to following manager:** Programmer (Exhibitions and Collections) | **Responsible for following staff:**Project staff and volunteers |
| **Post Number/s:** | **Last review date:** May 2023 |

**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 arts professional with experience of developing, managing, and delivering public programmes.

The Arts Officer (Exhibitions and Collections) is responsible for parts of the public and strategic programmes delivered by [Richmond Arts Service](https://www.richmond.gov.uk/services/arts). This includes activities which are delivered at [Orleans House Gallery](https://www.orleanshousegallery.org/) and across the borough.

Richmond Arts Service’s mission is to build community through creativity. We foster creativity and enjoyment of the arts, enable people to reflect on their lives and develop new ways of seeing the world. We bring thought-provoking art to the borough and cultivate a network of individuals, organisations and programmes that nourishes the arts, local organisations and communities.

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

The council released [Culture Richmond](https://www.richmond.gov.uk/council/how_we_work/policies_and_plans/culture_richmond) in 2021, a vision for culture in Richmond Upon Thames. The council is committed to developing a thriving, resilient and innovative cultural sector which contributes to the growth and success of our borough, communities and people. We have recently developed [Richmond Arts & Ideas Festival](https://richmondartsandideas.com/).

Orleans House Gallery exhibits a range of contemporary artists’ work; recent artists include [Himali Singh Soin](https://www.himalisinghsoin.com/), [Dexter McLean](https://www.dextermclean.com/), [Something & Son](https://www.somethingandson.com/), and [Phoebe Boswell](https://www.phoebeboswell.com/); as well as artists living and working within the borough. Orleans House Gallery also holds the [Richmond Borough Art Collection](https://www.orleanshousegallery.org/collection/), made up of 4,400 artworks dating from the early 18th century to the present day.

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

**Specific Duties and Responsibilities**

1. To support the development of our public facing programmes, through direct project delivery and by commissioning, contracting and partnering with arts organisations and artists.
2. To support and deliver a range of cultural activities, including producing and production managing exhibitions. In 2022 our Arts Officers produced [Lines of Dissent](https://www.orleanshousegallery.org/events/dzifa-benson-and-the-richmond-borough-art-collection/); our [Emerging Artists](https://www.orleanshousegallery.org/news/2022/07/announcing-emerging-artists-programme-22-23-rudy-loewe/) programme; and our [Cultural Reforesting](https://www.orleanshousegallery.org/about-us/cultural-reforesting/about/) programme, exploring how our relationship with nature can evolve to meet the challenges of the 21st century.
3. Deliver project management tasks related to the borough’s art collection, including supporting an inclusive approach to public access and collections development.
4. To produce marketing and communications campaigns and create content to ensure services reach the relevant audiences and influencers.
5. To manage budgets and financial targets including fundraising for programmes.
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.

There is one Arts Officer (Exhibitions and Collections) position, within a team of four full-time Arts Officer positions that develop and deliver cultural programmes for the Arts Service:

1 Arts Officer (Exhibitions and Collections)

2 Arts Officers (Projects and Commissioning)

1 Arts Officer (Learning and Engagement)

The Arts Officer (Exhibitions and Collections) reports to the Programmer (Exhibitions and Collections), but is also part of project teams led by the other members of the team including the Programmer (Arts Development) and Programmer (Learning and Engagement).

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

Arts Officers are expected to work across a broad range of projects that include commissioning new work, programming, delivering live events, audience development, and evaluation.

**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.

Richmond Arts Service follows a set of agile working principles. Staff work at locations across the borough, at Orleans House Gallery, and from home.

**Equality and Diversity**

Richmond and Wandsworth Councils are committed to making our recruitment practices as inclusive as possible for everyone. We are committed to promoting equality and diversity and developing a culture that values differences, recognising that employees from a variety of backgrounds bring important and positive contributions to the Councils and can improve the way we deliver services. We are proud to be a Disability Confident employer.

**Person Specification**

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**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.

You will meet most, if not all, of these requirements:

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| **Person Specification Requirements** | **Assessed by** **A**  **and** I**/ T/ C (see below for explanation)** |
| **Knowledge**  |
| Knowledge of current best innovative practice in cultural development and creative programming.  | A/I |
| Knowledge of current best practice in creative exhibition production including coordination and delivery; managing technicians, installation and take down; coordinating resources.  | A/I |
| A willingness to learn about current best practice in collection management including issues related to cataloguing, handling, maintenance and increasing public access. |  |
| Knowledge of digital platforms for communications, and new artistic practices employing digital media. | A/I |
| **Experience**  |
| Experience of developing and delivering public facing creative participation programmes.  | A/I |
| Experience devising approaches to programme marketing and creating content, with a focus on digital and social media and diversifying audiences. | A/I |
| Experience of exhibition production, managing live events and coordinating projects with multiple partners and diverse audiences. | A/I |
| Experience of working with artists on the development of new projects. | A/I |
| Managing and leading projects in a fast-moving dynamic environment.  | A/I |
| Financial management including project finances and managing income from other sources. | A/I |
| **Skills**  |
| Ability to forward plan and manage risk and security issues e.g. safeguarding, risk assessments, insurance. | 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 |
| **Qualifications**  |
| None |  |

**A – Application form**

**I – Interview**

**T – Test**

**C – Certificate**