



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Arts Officer (Projects and Commissioning)	Grade: SO2
Section: Arts	Directorate: Environment and Community Services
Responsible to following manager: Programmer (Artist Development)	Responsible for following staff: Project staff and volunteers
Post Number/s:	Last review date: 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 arts professional with experience of developing, managing and delivering public programmes.

The Arts Officer (Projects and Commissioning) for Arts and Orleans House Gallery (OHG) is responsible for parts of the public and strategic programmes delivered by the Arts Service. This includes activities which are delivered at OHG and across the borough.

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. Support the development of our public facing programmes, through direct project delivery and by commissioning, contracting and partnering with other organisations.
2. To support and deliver a range of cultural activities, including programming and coordination of projects. These include the Richmond Literature Festival, RichDance, and Art House open studios, and also the development of new programmes that include different art forms and new technologies.
3. To manage budgets and financial targets including managing additional revenue funds for programmes.
4. To design and provide 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. To work 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 for senior staff as required.

There are two Arts Officer (Projects and Commissioning) positions, 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 two post holders will report to the Programmer (Artist Development), but will also be part of project teams that may be led by one of the other Programmers: Programmer (Exhibitions and Collections) 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.

Officers will be expected to work across a broad range of projects that include commissioning new work, programming, delivering live events, audience development and diversification, 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. Both the establishment staff and other support staff and volunteers work across flexible hours.

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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.

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.	A/I
Knowledge of current best innovative practice in developing projects through commissioning and partnerships.	A/I
Knowledge of digital platforms for communications, and new artistic practices employing digital media.	A/I
Experience	
Experience of developing and delivering public facing creative programmes	A/I

(annual visitors of 2,000 plus).	
Experience of programming, artist recruitment and commissioning, 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
Experience of devising and developing new and innovative arts activity working with new technologies and art forms.	A/I
Experience of managing risk and security issues in relation to assets and people.	A/I
Experience of programme evaluation, including the collection of data.	A/I
Managing and leading projects in a fast-moving dynamic environment.	A/I
Creating content and devising approaches for programme marketing. This should include use of digital and social media.	A/I
Designing content and other materials to increase and diversify new audiences. Using a strategic approach to audience development.	A/I
Financial management including project finances and managing income from other sources.	A/I
Skills	
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
Qualifications	
None	

A – Application form

I – Interview

T – Test

C – Certificate