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

**Job Description**

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| **Job Title:** Programmer (Arts Development) | **Grade**: PO1 |
| **Section:** Arts | **Directorate:** Environment and Community Services |
| **Responsible to following manager:**  Programme and Partnerships Manager | **Responsible for following staff:**  2 FTE Arts Officers |
| **Post Number/s:** | **Last review date:** February 2022 |

**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 Programmer (Arts Development) is responsible for parts of the public and strategic programmes delivered by Richmond Arts Service. This includes the management of a series of programmes that develop the arts sector and support artists at a range of levels within the borough.

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

The council recently released [Culture Richmond](https://www.richmond.gov.uk/council/how_we_work/policies_and_plans/culture_richmond), a new 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.

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 Parks and Sports.

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

**Specific Duties and Responsibilities**

1. To deliver programmes that encourage the development of the arts sector and support artists within the borough. Over the next three years we expect the Programmer to focus on dance development, supporting visual artists practising within the borough, development of a multi-partner borough-wide interdisciplinary festival and identifying how we can better support Richmond’s contemporary music scene.
2. To support development of partnerships and co-commissioning arrangements and build relationships with cultural organisations, staff across the council (e.g. Culture, Economic Development and Public Health) and BIDs in Richmond.
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 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. 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 to other senior staff as required.

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

Programmer (Exhibitions and Collections)

Management of the exhibitions programme at Orleans House Gallery and the Richmond Borough Art Collection.

Programmer (Learning and Engagement)

Management of our learning and engagement activities and embedding participation in 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, including some weekends and evenings.

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

**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.

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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. | A / I |
| Knowledge of operational systems that enable the smooth delivery of services. | A / I |
| Knowledge of relevant legislative and procurement processes. | A / I |
| **Experience** | |
| Experience of developing and delivering public-facing creative programmes  (annual visitors of 30,000 plus) with a focus on festivals and live events. | A / I |
| Experience developing partnerships with a range of stakeholders including cultural organisations, BIDs and SSA colleagues. | 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 |
| **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**