

JOB DESCRIPTION

Job Title:	Arts Officer
Directorate/Team/Venue:	CCH Directorate – Arts, Heritage & Culture
Reporting to:	Arts Curator

JOB PURPOSE

- To be a key member of the Arts, Heritage and Culture team, developing and delivering projects, programmes and activities to support our audience development plan. In addition, to ensure our key sites and programmes remain open to public and are safe and inviting for customers

MAIN WORKING CONTACTS

Internal: Heritage, Gallery, Cultural Learning and Communications teams.

External: Local, regional and national Arts organisations.

KEY AREAS AND TASKS

1. Arts Project plan

- 1.1 Work with the Arts Curator to create a six to twelve-month arts project plan that enables us to achieve our ambition and deliver desired outcomes
- 1.2 Research successful projects, locally, regionally and nationally to identify activities that will support the creation of the arts project plan
- 1.3 Work with internal and external partners to generate creative, innovative and deliverable ideas for projects and activities that enable us to achieve our audience development targets
- 1.4 Arrange delivery of projects and activities, working closely with the volunteer and programmes manager, and Arts Curator to identify resources for delivery
- 1.5 Manage a small budget for materials and equipment to enable delivery
- 1.6 Ensure monitoring systems are created and maintained to measure impact for a range of audiences, including Board of Trustees, Funders and Managers/Directors

2. Opening of our art gallery and other micro-sites

- 2.1 Act as a key holder and support the opening and closing of the building
- 2.2 Work closely with volunteer manager and Arts Curator to ensure gallery is staffed during opening hours
- 2.3 Review and update local operating procedures as necessary, working closely with the Venues Manager to ensure procedures are consistent across the organisation and site specific
- 2.4 Ensure local procedures are adhered to by staff, volunteers and customers
- 2.5 Ensure that all buildings are Health and Safety compliant and have relevant and up to

date risk assessments

3. Exhibition delivery

- 3.1 Support the Arts Curator to deliver the exhibition plan
- 3.2 Provide administrative support to key financial and logistical processes
- 3.3 Support private view events and group/school visits to the gallery

4. Audience Development Plan

- 4.1 Contribute to the creation of a culture audience development plan, particularly by adding project detail to reach our target audiences
- 4.2 Create an events and activities plan, which supports the achievement of the audience development plan
- 4.3 Lead on delivery of activities and audience development

5. Letchworth Culture Project

- 5.1 Lead the application process of the Letchworth Culture Project
- 5.2 Work with community groups and individuals to identify key projects and activities for the culture project
- 5.3 Facilitate the opening of spaces and setting up of exhibitions/activities within vacant retail premises
- 5.4 Work collaboratively with the Marketing and Communications team to appropriately dress shop windows

6. OTHER DUTIES

- 1.1 Be proactive in reviewing and evaluating own performance and identifying and acting upon areas for improvement and development
- 1.2 Follow the Foundation's policies, procedures and performance expectations.
- 1.3 Implement the Foundation's Equal Opportunities Policy in all functions of the post
- 1.4 Undertake any other duties consistent with the role and/or reasonably required by the Foundation.

PERSON SPECIFICATION

ARTS OFFICER

We are looking for someone to be able to demonstrate the following values and competences to a high level and want to use these to the full in their work.

This is equally important as having the direct experience or technical ability for this role and so we will be looking for evidence and examples of the following during the selection process, if you are shortlisted for this role.

Values	Competencies
Collaborative	Communicating
Supportive	Taking Responsibility
Inclusive	Inspires & Empowers Others/Leading Others
Evidence based	Managing Relationships

We need you to use the application form to demonstrate your capabilities in relation to each of the criteria listed in Sections 1 and 2 below (addressing each point in order). Where relevant please use your answers to illustrate how your approach to work, attitude and values have helped you achieve positive results. This will give you the best possible chance of being shortlisted.

1. EXPERIENCE & TRACK RECORD

These are the things key activities / experience that candidates must show in their application to be shortlisted.

- Experience of working effectively within an arts organisation
- Experience of working within a gallery setting that is known for its offer and supports a wide range of audiences to engage with art
- Experience of delivering projects and activities with a customer focus
- Experience of working effectively with partner organisations in the arts sector
- Experience of engaging and supporting volunteers
- Experience of creating innovative and deliverable project plans
- Experience of delivering digital/online activities

2. SKILLS, KNOWLEDGE AND ABILITIES

These are the things qualifications, skills and abilities that candidates must show in their application to be shortlisted.

- Track record of delivering successful project activities
- Good communication and team building skills
- Excellent customer service skills
- Knowledge of a range of arts related projects and activities

- Good administration skills
- High attention to detail
- Computer literate and experience of using Microsoft applications

3. ADDITIONAL JOB REQUIREMENTS

- 3.1 Willingness and ability to work outside of normal office hours on occasion.
- 3.2 Willingness to work flexibly in response to changing organisational requirements