



<b>JOB DESCRIPTION</b>	
<b>DIRECTORATE:</b> Learning, Culture and Children's Services	<b>DEPARTMENT:</b> Lifelong Learning and Culture <b>SERVICE ARM:</b> Arts and Culture
<b>JOB TITLE:</b> Arts and Festivals Officer	<b>POST NUMBER:</b>
<b>REPORTS TO:</b> Arts and Events Manager	<b>Current Grade</b> SO1 /2
<b>1.</b>	<b>MAIN PURPOSE OF JOB</b> <ul style="list-style-type: none"> <li>• Increase active participation in the arts in York and build stronger, more creative, confident and safer local communities creating a wide variety of arts and festival activities</li> <li>• Organise and be responsible for the detailed management of the Council's arts-based festival and events programmes</li> <li>• Develop and support a stronger, creative and more confident arts sector helping to establish the necessary confidence, skills and capacity within both professional and community settings</li> <li>• Offer professional advice and assistance to community groups to develop their own activities and events</li> <li>• Act as advocate for the benefits of arts and cultural activity in the community</li> <li>• Act as an advocate for arts and culture in the city of York</li> </ul>
<b>2.</b>	<b>KEY TASKS:</b>
	Working on the detailed organisation of Arts Festivals including (but not confined to) MusicLive, Dance Week and Sightsonic
	Utilise local and specialist professional knowledge to contribute to the ongoing development of arts and festival provision
	Seek funding opportunities for festivals and events in York and submit funding applications as appropriate
	Work with other corporate colleagues to ensure that a citywide approach is taken to the implementation of the council's arts and cultural priorities.
	Represent the Arts and Culture Service on relevant national, regional and sub regional groups/forums dealing with arts interests
	Manage the "client" function of specific commissioned services to ensure they fulfil their obligations to the council
	To work closely with Arts and Culture colleagues to promote the inclusion of community activities within the city wide festival programme
	Act as the first point of contact for advice and enquiries to festival organisers, artists and community groups undertaking arts development work.

	Act as key contact for artists, event organisers, community groups etc wanting advice on developing activities e.g. Risk Assessments, funding opportunities, event management
	Manage both delegated service and project budgets effectively and creatively. This will also include management of external funds secured for the arts and festivals programme as appropriate
	Create a pool of trained volunteers to support the work of Arts and Culture across the city.
<b>3.</b>	<p><b>SUPERVISION / MANAGEMENT OF PEOPLE</b></p> <p><b>Direct:</b> Manage freelance artists, events personnel and volunteers as required by programme delivery work. Management responsibility includes recruitment, training, health and safety, and appraisal of work programmes through formal and informal discussions and meetings. Implementing all appropriate performance management procedures.</p> <p>Ensure that council promoted events are run to the highest standard of events management, especially in terms of Health and Safety. Ensure all Festival and Arts activity staff/ volunteers know and accept their health and safety responsibilities and are adequately trained and resourced to discharge them; to promote the implementation of the Council's health and safety policy.</p> <p>Oversee the work of placement students and community shadowing placements.</p> <p><b>Indirect:</b> Management and work prioritisation of a range of events personnel and community volunteers e.g. students; community group members and professional arts workers who help provide events and activities.</p> <p>Overseeing resource management to ensure capacity is directed at the service priorities.</p>
<b>4.</b>	<p><b>CREATIVITY &amp; INNOVATION</b></p> <p>The post holder is required to work on their own as well as collaboratively with a diverse range of individuals and communities. The post holders work style must respond to the particular requirements of each community, professional organisation or project.</p> <p>Specifying service levels and purchase services to meet service objectives including advising of possible changes to future provision based on the experience of implementing existing programmes.</p> <p>The post holder will seek to develop new opportunities for artists, external arts organisations and support significant local arts projects. Help will be given to artists through the creation of programmes to support the development of their skills, working opportunities and networking. The post holder will be responsible for the effective communication of funding opportunities and contributions to funding bids</p> <p>The post holder will be required to identify, and develop proactively,</p>

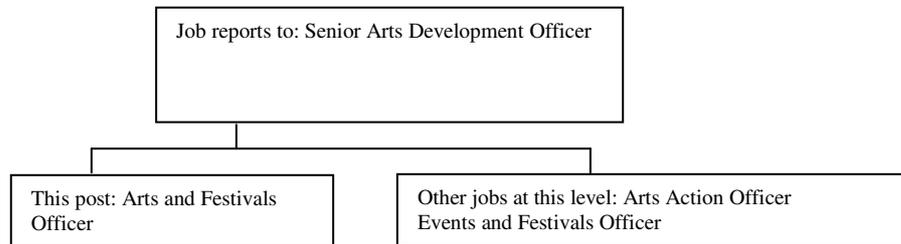
	<p>proposals for new arts activities and additional to the funded festival programme. This will require sourcing external funding and new project /business planning.</p> <p>In a complex and often commercially competitive environment they must also constantly monitor and adapt activities, projects, working methods and services to meet the needs of frequently changing national policy and an evolving local environment. All activity must be managed within project, budget and policy constraints.</p>
5.	<p><b>CONTACTS &amp; RELATIONSHIPS</b></p> <p>This post will be the front line of delivery of the Arts and Culture service supporting arts development and the delivery of a year round festivals programme.</p> <p>The post holder will develop effective professional relationships with a wide range of artistic companies providing a range of cultural events and services. They will be the first point of contact for work with work with specific commissioned arts providers. Developing links and relationships with key partners to support the local cultural economy and liaising with residents, members and, if appropriate, media. Securing the involvement in arts provision in York of professional arts organisations, community groups and leisure service providers. This may be by creating project groups, developing appropriate partnership working and co-ordinating professional organisations and practitioners.</p> <p>The post holder will be encouraged to take a proactive approach to promoting funding opportunities both for the Arts and Culture Service activities and also for arts organisations. They will also build relationships with representatives of statutory organisations. Ability to communicate effectively at all levels (e.g. from chief executives, to community association committees) therefore is a fundamental requirement of the post. They will be required to facilitate, negotiate and develop cooperative working practices.</p> <p>They will provide input on implementation/review of policy to the Arts and Culture team working with the colleagues, and others, to promote links with the city arts programme. They will work to develop sustainable community arts contributions to the events and festival programme.</p>
6.	<p><b>DECISIONS – discretion &amp; consequences</b></p> <p>The post holder will contribute to strategic decisions by advising senior managers on issues relating to their specialist areas. Their input will contribute to the development and implementation of the Arts and Culture service action plan.</p> <p>On a day-to-day basis the post holder is responsible for making decisions, interpreting requests and information sources and making value judgements in their specialist areas and on their own project portfolios. They will be required to understand the strategic objectives of the council, and within that the service, and to seek to achieve them in partnership discussions and negotiations. With support available from line managers as required, the post holder work to a mixture of fixed</p>

	<p>guidelines e.g. project grant applications and child protection issues, and flexibility to set their own procedures for working e.g. project planning, attracting cultural activities and festivals to the city. Running day-to-day purchasing budgets in order to commission work to fulfil the requirements of Arts and Culture service plan.</p> <p>Examples of decisions include budgetary spend, quality assurance, diary management, strategic fit and management of contracts, service level agreements and human resources. Their decisions have a fundamental effect on the effective running of the service, the success or otherwise of individual projects, the ability of the service to meet KPI's and customer satisfaction. The development of new cultural opportunities is a key element of this post, as will the preparation and management of budgets for event-based work.</p> <p>The post holder will oversee/advise on contracts with external providers, on elements of the programme, and with other suppliers as appropriate.</p> <p>The post holder is responsible for ensuring that health and safety procedures are followed in respect of events including production of the event manual and all risk assessments, securing the safety of performers, participants and members of the public.</p>
7.	<p><b>RESOURCES – financial &amp; equipment</b></p> <p>The post holder will have responsibility for managing assigned budgets and to produce and manage budgets for specific events, projects and festival activity. They will be responsible for making funding applications as appropriate. Maintaining formal records of payments, management information and contractual amendments.</p> <p>They will order, use and maintain a range of specialist arts and events equipment. They also regularly take responsibility for use of events and presentation equipment such as laptops, projectors, marquees, PA's etc and the repair and maintenance of this equipment.</p> <p><b>Income</b></p> <p>The post holder will be responsible for achieving and annual income targets or partnership funding levels as detailed in the budget. This target will be reviewed on annually as part of the Council's annual budget process and may well increase.</p> <p>The post holder is not required to handle cash but is responsible for making appropriate arrangements ensuring the security and safekeeping of income from events and activities.</p>
8.	<p><b>WORK ENVIRONMENT – work demands, physical demands, working conditions &amp; work context</b></p> <p>Due to the nature of the work of the post, work will take place across the city in various settings, both in and out of the office, in remote sites and in publicly accessible areas. They will work irregular hours and these include regular weekend and unsociable hours working. They are employed on a managed hours system.</p>

	<p><b>Work demands</b> The post holder will work to frequent critical deadlines. Many of these are generated by long term projects, however it is expected that some short-term deadlines will need to be accommodated in their planning process. The post holder has to be able to prioritise working practice against these deadlines.</p> <p><b>Physical demands</b> The post holder has to work outdoors in all weather conditions and is required to transport, erect and operate specialist events equipment.</p> <p><b>Work conditions</b> The post holder will work in a mixture of environments. These will include remote sites together with office-based work.</p> <p><b>Work context</b> The post holder will generally experience a positive working environment. However, demanding events organisers, irate members of the public and complaints about the council will have to be handled with tact and diplomacy.</p> <p>The post holder will be required to be police cleared and medically fit for work.</p>
9.	<p><b>KNOWLEDGE &amp; SKILLS</b> The post holder is required to have knowledge of the arts development, festival and events sector and have had experience in the following areas: Delivery of community arts and events activities, Translating community and sectoral aspirations into programmes, Working with the arts sector to develop skills, confidence and sustainability, partnership working with professional arts organisations, Purchasing services in response to customers' or members' wishes, Forging partnerships to develop cultural opportunities.</p> <p>It is essential that the post holder has a sound knowledge of the following: local, regional and national arts funding environment, the framework for public leisure provision, the decision making processes of the Council and the work of the Council departments operating in the community, an understanding of community development techniques and the regional and national arts and culture sectors.</p> <p>Additionally it is essential that the post holder can demonstrate the following skills and attributes: Able to work effectively with both within a team and as a team leader, Able to address equal opportunities and access issues, Devising arts and cultural programmes, Developing and sustaining partnerships, oral presentation skills, Managing budgets, Excellent interpersonal skills, Ability to lead and motivate, Strong interpersonal and networking skills, able to develop effective working relationships with a wide range of partners.</p>

It is expected that the post holder will show evidence of professional updating of qualifications and understanding, keeping up to date on new developments in the arts in order to be able to speak knowledgeably about regional, national and local policies as well as relate to the issues faced by community groups, service providers and customers.

**10. Position of Job in Organisation Structure**



<b>Job Description agreed by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
Job Holder			
Manager			