



<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> Young Peoples Arts Officer	<b>POST NUMBER:</b>
<b>REPORTS TO:</b> Arts Education Manager	<b>Current Grade</b> SO1 /2
<b>1.</b>	<b>MAIN PURPOSE OF JOB</b> City of York Council is committed to a vibrant and creative city where every young person has the opportunity to participate in high quality arts activities. The post will be responsible for the provision of high quality music and arts provision for young people across the city through the revitalisation of our current Performing Arts Centre into Arts Hubs.
<b>2.</b>	<b>KEY TASKS:</b>
	Develop and manage youth and community arts provision through the re development of the Arts Hubs (currently Performing Arts Centres), to provide effective and enjoyable out of school arts opportunities for young people and developing it as a client focussed provision.
	Day to day management and organisation of the Arts Hubs including line management and contracting of all tutors providing an effective and high quality service including management of staff, budgets and other resources
	Be accountable for the income and expenditure of the Arts Hubs, and in meeting key PI's and Income targets
	To support delivery of high quality performance and exhibition opportunities supporting the work of the Arts Hubs and promoting collaborative activities across the whole of Arts and Culture.
	Develop links with the Youth Service, Extended Schools Service and Community and Adult Education to work in partnership to deliver high quality arts experiences in a life-long learning context
	Be responsible for upkeep of Arts and Culture store of music, musical instruments and equipment.
	Oversee the organisation of concert programmes, educational visits abroad and promote educational exchange opportunities.
	Act as advocate for the benefits of arts and cultural activity in the community York
<b>3.</b>	<b>SUPERVISION / MANAGEMENT OF PEOPLE</b> <b>Direct:</b> Ensure smooth running day-to-day running of the Arts Hubs, implementing duty rotas, lesson planning and allocation of work

	<p>programme. Currently there are 18 part time tutors though this will increase as the Arts Hubs are developed. The post holder will have management responsibility that includes recruitment, training, health and safety, and appraisal of work programmes through formal and informal discussions and meetings. The post holder will implement the necessary monitoring and evaluation procedures to ensure the standard and quality of the service and ensure the recording of the group/pupil progress.</p> <p>The post holder will be responsible to ensure that Arts and Culture promoted events are run to the highest standard of events management, especially in terms of Health and Safety. Developing and maintaining appropriate procedures.</p> <p><b>Indirect:</b> In collaboration with other members of Arts and Culture, co-ordinate and promote a programme of concerts and performance opportunities across the City. Management and work prioritisation of a range of placement students and volunteers e.g. Friends of PAC; Hub members and parents who help support events and activities.</p>
4.	<p><b>CREATIVITY &amp; INNOVATION</b></p> <p>The post holder faces the challenge of developing and expanding the tuition currently offered at the Performing Arts Centres. The vision of a network of arts Hubs has only just been articulated within Arts and Culture and it will be the post holder's responsibility to develop and deliver this vision of high quality, customer focused arts activity for young people.</p> <p>The post holder will be working with other members of Arts and Culture, Youth Service, Adult and Community Education and Extended Schools to ensure delivery of art activities leading to agreed lifelong learning outcomes.</p> <p>The will promote good relationships between the Arts &amp; Culture team, schools, parents, and providers of Music and performing arts within the city. In a complex and often commercially competitive environment they must also constantly monitor and adapt services, projects, working methods and services to meet the needs of frequently changing national policy and an evolving local environment.</p> <p>To provide concert and performance opportunities for groups and the Arts Hubs and to develop links and performance opportunities from outside the area and abroad.</p> <p>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 arm. The post holder will work directly with young people, customers, parents, schools and community groups in order to gather information</p>

	<p>about customer preferences, offer advice and provide client focussed services.</p> <p>The post holder will liaise with schools and colleagues to support effective learning, equal opportunities and high standards of achievement for all learners.</p> <p>To promote the effective cooperation and support with the Friends of Performing Arts Centres or directly with parents and customers.</p>
6.	<p><b>DECISIONS – discretion &amp; consequences</b></p> <p>The post holder will contribute to strategic decisions and will contribute to the Arts and Culture Service planning process to ensure key areas of service need and provision are addressed and monitored. Examples of decisions include budgetary spend, quality assurance, diary management, strategic fit and management of property 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.</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. The development of new cultural opportunities and activities for young people is a key element of this post. They will provide practical support for concerts, performances, workshops, summer schools, festivals, parents' evenings, Fun days etc. The post holder is responsible for ensuring that health and safety procedures are followed in respect of events including production of the all risk assessments, securing the safety of performers, participants and members of the public.</p> <p>The post holder will oversee the organisation of concert programmes abroad and promote educational exchange opportunities.</p> <p>To work with voluntary and community organisations in the city to develop performance opportunities.</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 Arts Hub developments.</p> <p>They will order, use and maintain a range of specialist arts and music equipment. They also regularly take responsibility for use of events and presentation equipment such as laptops, projectors, instruments etc and the repair and maintenance of this equipment. To be responsible for the sheet music and instrumental stock on loan to the Arts Hubs from the central stock. They will be responsible for upkeep of Arts and Culture store of music and equipment, organising the transport of equipment and resources when necessary and ensuring that all resources are fully maintained and repaired, including PAT testing.</p> <p>Implement resource hire system for schools.</p>

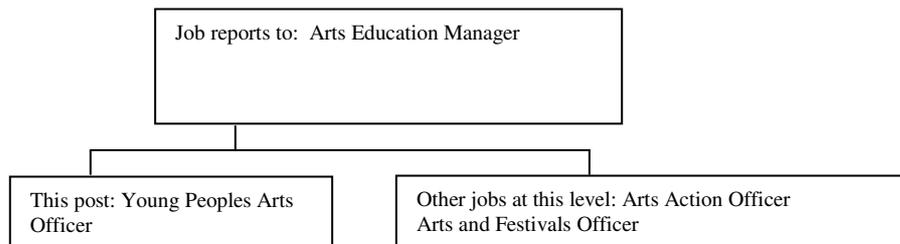
	<p><b>Income</b></p> <p>The post holder will be responsible for achieving an annual income targets, currently £42K from fees and ticket income. This target will be reviewed annually as part of the Council's annual budget process and may well increase.</p> <p>The post holder will be required to handle cash and make appropriate arrangements for the security, safekeeping and banking 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 post work will take place across the city in the various settings of the Arts Hubs. The work has an office base but they will also be required to be present at Saturday Morning Arts Hub (33 weeks per year) and at evening Arts Hubs as required. The working week is 37 hours and flexible arrangements are in place to manage the priorities of the job.</p> <p><b>Work demands</b></p> <p>The post holder will work to frequent critical deadlines. Many of these are generated by long-term strategic demand of the service, 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></p> <p>The post holder will need to transport equipment and set up and operate specialist equipment.</p> <p><b>Work conditions</b></p> <p>The post holder will work in a mixture of environments and be responsible for the safety and security of young people while on the school sites where the Arts Hubs are held.</p> <p><b>Work context</b></p> <p>The post holder will generally experience a positive working environment. However, young people, parents, occasional irate members of the public and people with complaints about the council will have to be handled with tact and diplomacy.</p>
9.	<p><b>KNOWLEDGE &amp; SKILLS</b></p> <p>The post holder is required to have knowledge of the educational, arts and services to young people sectors had experience in the following areas:</p> <p>Delivery of community arts and arts for young people, Translating customer aspirations into programmes, Working with young people to develop skills, confidence and sustainability, Using a variety of consultation techniques, Purchasing services in response to customers' wishes, Forging partnerships to develop cultural opportunities and an understanding of community development techniques.</p> <p>Additionally it is essential that the post holder can demonstrate the</p>

following skills and attributes:  
 Ability to work effectively with volunteers and members of the community in a leadership capacity, Able to address equal opportunities and access issues, Devising arts and cultural programmes, Developing and sustaining partnerships, Influencing and negotiation skills, Managing budgets, Experience in concert/event planning, Excellent interpersonal skills, Ability to lead and motivate, Strong interpersonal and networking skills, Ability to communicate clearly and concisely with customers and able to have effective working relationships with staff to develop opportunities for high quality arts provision.

It is expected that the post holder will be educated to degree level and show evidence of professional updating of qualifications and understanding.

The post holder will be required to be police cleared (enhanced level) and medically fit for work.

**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			