



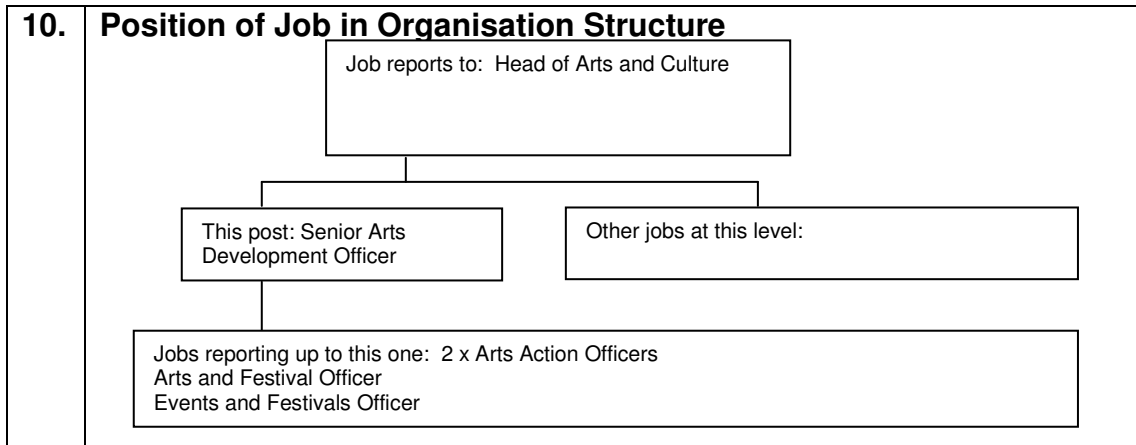
JOB DESCRIPTION	
DIRECTORATE: Learning, Culture and Children's Services	DEPARTMENT: Lifelong Learning and Culture SERVICE ARM: Arts and Culture
JOB TITLE: Arts and Events Manager	POST NUMBER:
REPORTS TO: Head of Arts and Culture	Current Grade PO 6-9
1.	<p>MAIN PURPOSE OF JOB</p> <ul style="list-style-type: none"> • To increase active participation in the arts in York and build stronger more creative, confident and safer local communities, creating a variety of cultural opportunities • To lead the team developing a year round events and festivals programme to secure an increase in the level of residents who consider York to be vibrant and cosmopolitan • To contribute to the work of the arts and culture management team in the delivery of the Council's arts and cultural priorities • Act as an advocate for the arts and culture in the city of York
2.	KEY TASKS:
	Increase the quality and volume of participatory arts and cultural activity in the city.
	Contribute to the development of strategic plans for the city and the development of effective formal and informal partnerships with local, regional and national bodies
	Work with the arts management team to secure additional resources to underwrite a diverse cultural offer. Seek funding opportunities and submit funding bids where appropriate
	Work within the arts management team to promote and develop funding partnerships to secure the long-term future and provision of arts within a community context
	Ensure the efficient and effective running of the festival and events programme, securing external funding and developing resources
	Ensure local artists have the capacity to deliver an effective community arts programme through training programmes and professional development opportunities for artists working in York
	Develop and promote community involvement and leadership in local cultural activities and the city wide events and festivals programme

	Working with local communities to build capacity and promote sustainable locally managed schemes liaising with key partners to build a stronger more creative, confident and safer local communities
	Manage the “client” function of specific commissioned services to ensure they fulfil their obligations to the council.
	Assess the viability of various funding bids received by the council or its partners to develop positive change through creative practices.
	Manage the Council’s events function ensuring the best use of the department’s land and resources maximising opportunities for diverse leisure usage
	Ensure the effective delivery of CYC promoted festival and events i.e. Music Live, Dance Week, Festival of the Rivers, Sightsonic
	Deputise for the Head of the Arts Service when required
3.	<p>SUPERVISION / MANAGEMENT OF PEOPLE</p> <p>Direct: Direct management of 4 members of staff: 2 x Arts Action Officers Arts and Festivals Officer Events and Festivals Officer</p> <p>Be accountable for the effective motivation and operational management of the above staff, managing budgets and other resources to meet council objectives. Covering appraisals, training, distribution and monitoring of workload and evaluation of project and partnership work. To implement all appropriate performance management procedures</p> <p>To ensure all staff know and accept their health and safety responsibilities and are adequately trained and resourced to discharge them. Ensure that they promote the Council’s health and safety policy when working with external partners to ensure participant and public safety.</p> <p>Indirect: Develop the training programme for the register of artists and oversee an effective training programme for the pool of arts and events volunteers. Oversee the effective management of any contracted artists/ arts workers or volunteers allocated to specific projects.</p>
4.	<p>CREATIVITY & INNOVATION</p> <p>Develop new solutions and implement creative practices in order to increase the active participation in cultural activities by residents of the city. Through the development of both neighbourhood and citywide projects, events and festivals, they and their team will deliver safer, stronger communities and a vibrant and cosmopolitan city.</p> <p>Prioritise complex and often conflicting activities, negotiating with tact and influence key stakeholders to invest funds and resources for the delivery of key strategic objectives.</p>

	<p>Liaise with other council departments to ensure a consistent and co-ordinated approach to project and events management, negotiating solutions to overcome potential obstacles.</p> <p>Work at a regional and national level to promote York as a city of best practice in the cultural arena. Seek new cultural opportunities, at both a local level and high profile level for the city. Offer opportunities for community and leisure groups to learn from others about good practice in organisational management, fund raising and event organisation</p>
5.	<p>CONTACTS & RELATIONSHIPS</p> <p>Work with key internal and external partners to develop and co-ordinate the programme of activities taking into account developments on a sub regional and regional level. Convey national, regional and city arts policy to the wider community, arts workers, events organisers and service providers.</p> <p>Initiate and maintain effective partnerships with external funding agencies and key partnership networks.</p> <p>Develop work with our client service providers (SLA's) to support community arts provision, arts events and festival activity.</p> <p>Working with relevant staff on community focused programmes (e.g. SRB, Action Zones, PCT, SureStart, Connexions, the Young People's Activities Officer) to develop appropriate arts programmes targeted at specific communities.</p> <p>Develop links and partnerships both within the wider business and educational sector and specifically within the cultural /creative industries to improve the quality of the cultural offer for both residents and visitors.</p>
6.	<p>DECISIONS – discretion & consequences</p> <p>Be accountable for the effective operational management of the Arts Action, Arts and Festival and events and festivals offers, managing budgets and other resources to meet council objectives.</p> <p>Responsible for the development and implementation of a community arts strategy to support participatory arts activities in local neighbourhoods.</p> <p>Responsible to ensure delivery, with other council sections and external partners, of the festival and event provision for the city working to priorities agreed with York@Large, the local strategic partnership.</p> <p>Direct the team to ensure balanced community arts provision across art forms, community sectors within the targeted geographical neighborhoods. Monitor and evaluate the arts activities provided by community artists. Assess the performance of community arts organisations and to ensure compliance with the conditions of the grant funded awards.</p>

	<p>Direct the team to develop arts and cultural events and festivals. Agree the allocation of the festivals budget with Head of Arts and Culture. Develop a system to monitor and evaluate the success of festival activity. Ensure compliance with the conditions of funding awards.</p> <p>Effective allocation of budgets to ensure a diverse programme of cultural activity and lever in additional funding.</p> <p>Prepare and oversee the appropriate evaluation and activity reports to satisfy the agreed funding criteria.</p> <p>Offer additional advice on business planning, group organisation, financial and property issues as appropriate. Organise resources to support community arts groups through information, advice and guidance.</p>
7.	<p>RESOURCES – financial & equipment</p> <p>Income</p> <p>Large-scale events, the provision of land for hire, advice and consulting services all attract an income target, which the post holder will be responsible for securing.</p> <p>Oversee the handling, security and safekeeping of events income.</p> <p>Oversee the proper disbursement of externally secured funds.</p> <p>Oversee the security and safekeeping of the team’s equipment, resources and a large range of specialist arts and events equipment.</p> <p>Work collaboratively to secure a specialist equipment base for arts events and festival organisers.</p>
8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>Work demands</p> <p>The post holder will work to frequent, critical deadlines and will be require to prioritise their own and their team’s work to ensure delivery of the strategic objectives.</p> <p>In a complex and resource-scarce environment the post holder will face conflicting and often emotional demands for support and resources. This will need to be managed with firmness and sensitivity.</p> <p>Physical demands</p> <p>This post will involve working weekends and unsociable hours.</p> <p>The post holder may be required to move and operate specialist arts equipment.</p> <p>The post may require regional, national and international travel, which the post holder may be required to undertake alone.</p> <p>Work conditions</p> <p>The post holder will work in a mixture of environments including remote sites, outdoors and external offices. Although office based their work will often take place in public access and community settings.</p> <p>Work context</p> <p>The post holder will be working with disadvantaged and disempowered</p>

	<p>communities and will frequently encounter situations that have to be handled with tact and diplomacy.</p> <p>The post holder will also be required to represent the council's view in environments not always sympathetic to the strategic objectives of the council.</p>
9.	<p>KNOWLEDGE & SKILLS</p> <p>The post holder is required to have knowledge and extensive experience of:</p> <p>Partnership working at a high level, project development, planning and management, specialist art forms and the use of art in community development contexts, IT and information management skills.</p> <p>They have to have had experience in the following areas:</p> <p>Delivery of community arts and events system, translating community aspirations into programmes, working with communities to develop skills, confidence and empowerment, using a variety of consultation techniques, forging partnerships to develop services and negotiation techniques.</p> <p>Delivery of a programme of events and cultural activities. Work with partnerships to develop festivals and events.</p> <p>It is essential that the post holder has a sound knowledge of the following: regional and national arts and culture environment, the national health and community safety agendas, partnership working at all levels, the framework for community development and encouraging active participation, the decision making processes of the Council and the work of the Council departments. They have to have an up to date knowledge of the national and regional funding environment.</p> <p>Additionally it is essential that the post holder can demonstrate the following skills and attributes: Able to work effectively both within a team and as team leader with members of partner organisations and the community, 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> <p>It is expected that the post holder will be educated to degree level and show evidence of professional updating of qualifications and understanding.</p> <p>The post holder will be required to be police cleared and medically fit for work.</p>



Job Description agreed by:	Name:	Signature:	Date:
Job Holder			
Manager			