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| **EXETER CITY COUNCIL** |

**Job Description**

**DESIGNATION :** Public Programme Officer

**GRADE :** Grade 8

**POST NO :** 3953

**DIRECTORATE :** Economy

**UNIT :** Museums

**RESPONSIBLE TO :** Audience Development Lead

**SUPERVISORY**

**RESPONSIBILITY FOR :** Events Assistant

**LIAISON WITH :** Museum staff, trainees and volunteers, ECC Councillors, external suppliers and contractors, artists and agents, other arts/cultural organisations, supporter groups

**PURPOSE OF JOB**

1. Develop and manage a lively, innovative, distinctive and popular programme of public events, both on and off site, relating to RAMM, its collections, temporary exhibitions and its place in the cultural landscape, locally, regionally, nationally and internationally. The programme contributes to outcomes in line with the strategic priorities identified for the museum as described in RAMM’s Audience Development Plan and Equalities Action Plan.
2. Identify and exploit the marketing potential of events.
3. Maximise the use of resources.
4. Contribute to the sustainability of RAMM’s services.
5. Work flexibly with colleagues to ensure smooth delivery and best experience for all visitors/customers.

**MAIN ACTIVITIES**

1. Programme and manage the direction, organisation and delivery of RAMM’s public events programme.
2. Attract and programme high profile and popular events.
3. Oversee RAMM’s attendance at large, profile-raising, off-site events.
4. Develop and maintain partnerships with other cultural agencies or organisations and where appropriate create shared schemes of work and joint funding applications and responses to funding opportunities.
5. Contribute to the development and delivery of RAMM’s Audience Development Plan and Equalities Action Plan.
6. Contribute to the planning and delivery of the exhibitions and events programme via RAMM’s programming and project teams.
7. Manage the Events Assistants in the organisation, administration and delivery of activities and events in the programme.
8. Ensure the safe and lawful delivery of events (Licensing, risk assessment, etc).
9. Specify, commission and monitor work of external contractors, suppliers, freelancers, artists, performers, etc as required.
10. Train, supervise and develop staff, volunteers and freelancers who deliver services.
11. Monitor, evaluate and document delivery of services.
12. Manage revenue and project budgets and associated income targets and any relevant grant awards.
13. Identify fundraising opportunities, formulate applications and manage delivery and reporting of subsequent projects.
14. Oversee the collection and use of all information relating to all relevant projects, partners and participants. (includes outputs and outcomes, advance publicity information, images, case studies, web presence, participants and partner data).
15. Identify and exploit the PR and advocacy opportunities of all events in the programme.
16. Contribute material and ideas for the museum’s on-line presence together with ideas for its future development.
17. Look for and identify opportunities for commercial, entrepreneurial and fund-raising activities related to RAMM services or assets. Where appropriate participate in their development and maximisation.
18. Any other duties commensurate with the post.

DATE: January 2016