EXETER CITY COUNCIL

PERSON SPECIFICATION

ECONOMY

MUSEUMS

PUBLIC PROGRAMME OFFICER-3953

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| --- | --- | --- |
| SELECTION CRITERIA | ESSENTIAL | DESIRABLE |
| QUALIFICATIONS  Educated to degree level or equivalent related experience | \* |  |
| EXPERIENCE/KNOWLEDGE/SILLS  Experience of planning, delivering and evaluating creative, successful and popular public events in a cultural organisation/arts/heritage setting.  Experience of commissioning work from external suppliers/contractors/freelancers/artists/agents etc.  An understanding of the legal requirements (eg licensing and risk assessments) involved in staging events.  Experience of partnership working.  Knowledge and experience of the techniques of project management, administration and communication and of data storage and retrieval.  Commercial / business experience.  Experience of problem solving and overcoming obstacles.  Ability to demonstrate an understanding of the needs of different audiences.  Ability to tailor activities and projects to available funding/priorities.  Ability to work to budgets, deadlines and undertake concurrent projects.  Experience of motivating, supervising and developing staff and volunteers.  Experience of maintaining records of financial and other resources.  Computer literate with demonstrable skills in use of MS Word, Powerpoint and Excel.  Experience of using a customer relationship database. | \*  \*  \*  \*  \*  \*  \*  \*  \*  \*  \* | \*  \*  \* |
| SPECIAL REQUIREMENTS/ATTITUDE  Demonstrates an understanding and commitment to RAMM’s core values.  Has strong customer/audience focus.  Demonstrates high level of creativity, initiative and innovation.  Has a positive and resilient attitude to problem solving, overcoming obstacles and change.  Is able to work exercising initiative and judgement and seeking direction and guidance where appropriate.  Has excellent oral and written communication skills. Able to communicate with a wide range of people from all walks of life.  Has strong interpersonal, persuasive and negotiating skills.  Comfortable with working in an outcome-focussed environment with associated aims, objectives, targets and evaluation framework.  Ability to lead and work collaboratively as part of a team to shared objectives.  Ability and willingness to represent RAMM at partner discussions, sector events etc through meetings, presentations, specialist networks and with the media.  Comfortable representing RAMM in social situations eg receptions, fundraising events, etc.  Has awareness/understanding of the business/commercial potential of RAMM’s services and assets.  Is willing to train and develop their skills and where appropriate to share knowledge, skills and best practice. | \*  \*  \*  \*  \*  \*  \*  \*  \*  \*  \*  \* | \* |
| OTHER  Required to undertake evening and weekend work within a flexible 22 hour week and to travel across the region and beyond necessitating early starts and overnight stays.  Is committed to promoting equality of access to RAMM’s services and the City Council’s Equal Opportunities policies. | \*  \* |  |

January 2016