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| **EXETER CITY COUNCIL** |

**Job Description**

**DESIGNATION :** Contemporary Arts Programme Officer

**GRADE :** Subject to Job Evaluation

**POST NO :**

**DIRECTORATE :** Economy & Culture (Museums)

**UNIT :** RAMM

**RESPONSIBLE TO :** Senior Collections Officer (Content Management Lead)

**SUPERVISORY**

**RESPONSIBILITY FOR :** Project staff; Trainees; Volunteers; Contractors; Freelancers

**LIAISON WITH :** Partner Organisations; Museum Staff; Volunteers; Freelancers; Contractors; Suppliers; Supporter Organisations

**PURPOSE OF JOB**

1. To oversee the strategic development of RAMM’s work with contemporary artists.
2. To lead on specified temporary exhibitions and special projects at RAMM.
3. To co-ordinate and lead arts partnerships that help deliver RAMM’s programmes across Exeter.
4. To manage and maximise the use of resources and contribute to the sustainability of RAMM’s services.

**MAIN ACTIVITIES**

1. Championing the public presentation of contemporary visual arts inspired by RAMM’s collections and programming themes.
2. Organising and delivering temporary exhibitions, displays, commissions, installations and digital content derived from contemporary art projects at RAMM, working alongside colleagues in the Collections and Conservation/Technical teams.
3. Helping to devise, plan and deliver activities relating to contemporary art working alongside colleagues in the Audience Development and Visitor Services teams.
4. Writing and editing interpretive content suitable for RAMM’s audiences. Delivering public lectures, talks and papers on RAMM’s contemporary art projects and approach to programming.
5. Assuming responsibility for RAMM’s communications with the local visual arts community and individual artists wishing to work with the museum and its collections.
6. Representing RAMM on relevant national and local fora, and establishing networks with national partners.
7. Assisting with the compilation of audience data for RAMM’s CRM systems.
8. Administrating and managing contemporary art commissions that fall within the remit of the post.
9. Working with Audience Development colleagues to initiate and participate in the planning and implementation of integrated programmes of activities and events.
10. Making funding applications for commissions, acquisitions, activity programmes and exhibitions.
11. Pro-actively contributing to RAMM’s income-generating activities.
12. Effectively managing budgets delegated to the post-holder.
13. Liaising with external organisations and developing, when requested by line manager, partnerships that are mutually beneficial.
14. Contributing to the marketing and promotion of RAMM’s activities.
15. Sharing expertise and good practice within, and where appropriate beyond, RAMM, in particular with museum professionals and volunteers within the sub-region.
16. Develop and maintain appropriate skills and approaches necessary to the effective performance of the post. In particular in developing a high level of digital skills and competencies.
17. Any other duties commensurate with the post.

**DATE: 11 JANUARY 2018**

**EXETER CITY COUNCIL**

**PERSON SPECIFICATION**

**ECONOMY DIRECTORATE**

**MUSEUMS UNIT**

**CONTEMPORARY ARTS PROGRAMME OFFICER**

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| **SELECTION CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS**  Educated to degree level or equivalent  Postgraduate qualification in History of Art or Curation | **✓** | **✓** |
| **EXPERIENCE/KNOWLEDGE SKILLS**  Minimum of 3 years’ work experience gained in visual arts programming  Substantial experience of working in or with museums  Experience of interpreting museum collections in innovative and imaginative ways through installations, displays, exhibitions, activities, events or digital content  Proven experience of working with external partners  Experience of making grant applications and managing budgets  Knowledge of contemporary issues in museums and collections management  Experience of managing projects and leading teams  Awareness of issues relating to access, social inclusion, cultural diversity and disability  Understanding of marketing and promotion  Awareness of the opportunities and potential offered by digital services  An understanding of the use of museum collections to inspire, educate and inform  Able to manage and supervise staff  Good organisational skills  Numerate and articulate  Ability to express ideas coherently, orally and in writing  An awareness of varying learning styles and the needs of different audiences | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** | **✓**  **✓**  **✓**  **✓**  **✓** |
| **SPECIAL REQUIREMENTS/ATTITUDE**  A good communicator  A resilient but flexible approach to work relationships  Ability to motivate and lead a team  A highly motivated ‘self starter’, also able to respond to direction  Demonstrate a creative and imaginative approach to interpretation to meet and stimulate the interest of different audiences.  A commitment to broadening and diversifying audiences for contemporary art.  Works well under pressure and can balance conflicting demands | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** |  |
| **OTHER**  Willingness to work flexible hours including evenings and weekend if needed | **✓** |  |

**COMPLETED BY: Julien Parsons DATE: 11 January 2018**