

Role profile

Job Title:	Arts and Culture Officer	Grade:	9
Department:	Culture & Libraires	Post no.:	65674
Directorate:	Economy & Skills	Location:	Perceval House and any location in the borough

Role reports to:	Arts and Culture Manager
Direct reports:	None
Indirect reports:	Culture Website manager

Job description

Purpose of role

- Under the direction of the Head of Culture & Libraires to manage all administration tasks and support projects being developed by the Culture service.
- Responsibility to develop and implement the Arts & Culture service's social media posts and developing the EalingCulture website project pages, encouraging more listings and identifying news stories.
- Responsibility for researching and optimising all arts and health/wellbeing related opportunities and to be the lead for all ensuing programmes
- Responsibility for searching out grants and funding opportunities and to write funding applications, working with the Community Events Producer where relevant.
- To develop, implement and oversee efficient project management systems for the various existing and new projects of the Arts & Culture service
- To support the Head of Culture & Libraires in delivering and coordinating meetings, presentations, conferences and projects of the service. This may include projects relating to festivals & events, heritage, arts and health, marketing & communications, including website and social media administration.
- First contact for queries from the public and our cultural community.

- Manage and grow the Arts & Culture network by sending out information and opportunities to them and organising relevant talks and events.
- Liaise with other internal departments to encourage culture led projects in their delivery and write artist briefs etc to support this ambition .

Key accountabilities

- Support general management of projects and tasks of the Arts & Culture service
- Duties include start to finish management of meetings, round tables, webinars and events (invites, agenda's correspondence, set up, meeting notes, etc)
- Identify, review and research opportunities for improvements and communications which maximise opportunities to realise the Arts & Culture service objectives.
- Identification and application writing for additional and/or external financial resources
- Develop and maintain strong relationships with artists and arts organisations in all of the 7 towns of Ealing
- Manage communications to and from the service
- Develop contacts and networks in the arts and health related arena to promote creative health.
- To be responsible for content collection, editing and distribution of the Ealing Arts & Culture Network newsletter
- Support with evaluation and take a key role in data collection/mapping and research as directed
- Confidently and independently use Excel, Word and apps such as Eventbrite, SurveyMonkey and Doodle Poll
- Analyse data and feedback as needed. Assist in the preparation of reports, presentations and other correspondence as required
- Set up and maintain comprehensive records systems. Filing and updating office folders and databases as required
- Scheduling meetings in diaries and send and receive e-mails in Outlook
- Liaise with internal departments, colleagues and external partners
- Onsite visits as required
- Timely responding to information requests
- Weekend, bank holiday or evening working may be required
- To undertake other duties appropriate to the grade as directed by Head of Culture & Libraires

Key performance indicators

- Successful achievement of Service/Team and individual Plans objectives

Key relationships (internal and external) Internal:

- Cultural Education Partnership

- Festivals & Events teams
- Regeneration and Economic Growth Team
- Employment and Skills team
- Public Health Team
- Communications and Marketing team
- Community and Highways teams
- **External:**
- Artists and arts organisations
- Commercial organisations and events
- Developers
- Local communities
- Key industry bodies, funders, agencies and networks such as Arts Council England, Heritage Lottery Fund and Greater London Assembly, Trusts and Foundations, universities and colleges in the borough and relevant health and wellbeing organisations and schemes

Authority level

- Responsibility for database management
- Raising Purchase orders and sending invoices

Additional Requirements

- Any other duties appropriate to the post and grade

Person specification

Community and partnership working are essential for all roles as are a commitment to Equality, Diversity and Inclusion and ensuring Health and Safety at Work for everyone working at Ealing Council.

Essential knowledge, skills and abilities

- 1) Strong knowledge of project management systems. Proven skill of developing and delivering management plans and processes.
- 2) Ability to manage multiple tasks and meet deadlines and work on your own. Effectively organises self and projects as required.
- 3) Strong knowledge of digital technologies, including databases and websites, and ability to confidently use computer programmes such as Outlook, Word, Excel, PowerPoint and apps like Eventbrite, Doodle Poll, SurveyMonkey

- 4) Good knowledge of various aspects of arts, culture and creativity sectors and issues and barriers to participation.
- 5) Knowledge of budgets and managing financial systems including raising Purchase orders and sending invoices. Proven experience of developing funding applications and delivering the results.
- 6) Proven communication skills, with the ability to present to a diverse range of internal and external audiences using a variety of media and approaches
- 7) Experience and skills in building positive and productive relationships with colleagues, partners and customers and within teams.
- 8) Knowledge of Equality and Diversity, Health and Safety and GDPR policies.

Essential qualification(s) and experience

1. Degree in arts or humanities subject.
2. Experience of working in arts and culture sector
3. Knowledge of, and interest in heritage and local history of Ealing
4. Experience of managing projects from beginning to end inc events
5. Experience of promotion via social media and knowledge of managing websites
6. Experience of writing cultural funding bids & knowledge of this sector

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues 	<ul style="list-style-type: none"> • Does what they say they will do on time • Is open and honest • Treats all people fairly 	<ul style="list-style-type: none"> • Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents 	<ul style="list-style-type: none"> • Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards

