Participation Manager

Job description

Purpose of Post

To manage, develop, co-ordinate and monitor the participation programme and co-line manage the Programming & Participation Assistant in the delivery of artsdepot’s activities. The role oversees the work undertaken by freelance tutors and artists and supports the Artistic Director.

Report to: Artistic Director

Management of: Freelance tutors, artists, support workers, work placements and co-line management of the Programming & Participation Assistant.

Member of: Programming & Participation Department

Principal Responsibilities

Policy & Planning

- To develop the participation strategies and policies
- To monitor, evaluate and write relevant reports for all participation activity
- To work closely with the Artistic Director in developing appropriate projects and support the Development Director on funding proposals
- To contribute to relevant policies and procedures

Delivery

- To help raise the profile in delivering a diverse range of creative dynamic arts projects in education and community settings that support the venues artistic programme
- Ability to lead workshops in either dance, drama or visual arts
- To manage the venue-based and outreach participation projects
- To oversee the courses and classes programme and other designated projects
- To contract artists and related staff working on programming and participation projects and events
- To oversee the marketing and promotion of the participation activities within the venue and beyond, with the support of the Marketing department

Management

- To manage participation projects and other events relating to artsdepot’s programming and participation programme
To effectively recruit, employ and manage the best possible personnel (administrative, artists, workshop leaders etc.) to deliver the participation activities and monitor the contracts
To monitor and collate relevant data and statistics on projects required by funders
To monitor and manage accreditation schemes
To effectively employ and manage creative practitioners who are assigned to community arts and outreach projects
To lead and manage work placements, interns and volunteers within the programming and participation department; developing a mentoring scheme alongside the placement programme
To be the main point of contact for participation projects
To manage participation project budgets in consultation with the Artistic Director
Manage and co-ordinate project sharings, private views and receptions where relevant
To manage accreditation programmes and monitoring of programmes including Arts Awards
To undertake Duty manager shifts as and when required

Artistic
To research and recruit artists for projects meeting the artsdepot vision
Ability to recruit artists/practitioners with the skills to work with diverse community groups
Have a broad knowledge of the performing and visual arts
To support the Artistic Director as a programming support
Attend workshops/performances representing artsdepot and make critical assessments as to whether the work and/or practitioners are appropriate for the organisation
To contribute to the ongoing development of the artistic programme of events by working effectively with the Artistic Director
To support the Artistic Director in managing the artistic programme and find ways to link the public programme to its participation offer

Communication
To help develop effective partnerships with appropriate community and educational organisations to further the principal responsibilities of the participation programme
To contribute to fundraising applications to successfully achieve additional funding for agreed participation projects
To assist in ensuring close links between artsdepot’s participation programme and its audience development schemes
To produce verbal and written reports when requested by the Artistic Director, Chief Executive and Board.
To communicate the values of artsdepot to the wider community and actively engage and develop new audiences and users
To attend meetings as required by the Artistic Director and Chief Executive and build effective partnerships and networks across London and locally for both education and non-educational settings
Health and Safety, Child Protection & Vulnerable Adults policies

- Ensure all work is carried out within required Health and Safety legislation and within artsdepot's Child Protection and Vulnerable Adults Policies, that all staff work within the Health and Safety policy, and that all external staff working on projects are police checked prior to commencement of their duties with artsdepot.
- Be responsible for updating the policies annually and distribution to all staff.
- Ensure any exhibitions and installations are carried out within Health and Safety legislation in consultation with our Operations team.

Equal Opportunities

- Ensure the intentions and requirements of the artsdepot Equal Opportunities, Cultural Diversity and Access policies are applied personally and by staff in the department.

In addition, to undertake any other duty or responsibility that may reasonably be allocated by the Artistic Director, Chief Executive or the Board.

It is a requirement of the Trust that all staff work in a flexible manner compatible with their jobs and in line with the objectives the Trust must fulfil. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the department and the Trust.
Personal Specification

Essential

- Passionate about live performance and the arts in general
- Demonstrable and proven track record in arts education management in a similar/complimentary environment
- Educated to degree standard with excellent written and spoken communication skills; fully computer literate and numerate
- A professional appearance and the social skills necessary to deal with a range of clients along with the self confidence and stature to represent the artsdepot
- Ability to work with a strategic and long term view in the development of artsdepot’s programme and activities
- Excellent project and time management skills with the ability to prioritise and deliver to a deadline and on budget
- Ability to set and work within a budget and oversee other members of the teams budget responsibilities
- Good standard of literacy and comprehension
- Ability to prioritise and work under pressure with good time management and organisational expertise
- Energetic, creative team player with a high level of enthusiasm and the ability to be flexible and responsive.
- Diplomatic and compassionate nature complimentary to the environment this role sits within
- Willingness to work flexibly and in particular be available for client contact and entertainment of business prospects which will require some evening and weekend work
- Understanding of the Governments education agenda and National Curriculum and the importance of this knowledge to the Participation & Programme Managers role

Desirable

- Bronze, Silver and Gold Arts Award assessor
- Knowledge of digital and new technology developments
Conditions of service

- Salary is £25,000

- Regular opening hours of artsdepot will be from 9am until 11pm seven days a week, with later opening on occasions, although this may be subject to change.

- This post will include out of office hours duties, such as evening meetings and events. These are considered to be part of your core commitment to artsdepot.

- Please note that a substantial amount of travel in around the venue’s catchment area is expected from the post holder, requiring the use of your own vehicle or public transport. artsdepot operates an expenses system allowing travel and other appropriate expenses, within reason, to be claimed back on a monthly basis.

- There will be no overtime payments, but time off in lieu of significant extra working hours may be taken with prior agreement of your line manager.

- There will be an annual salary review effective from the beginning of each financial year. There will also be an annual performance appraisal when you will have the opportunity to set your targets for the coming year with your Line Manager.

- You will be able to take four weeks holiday during your first two years of continuous employment, and five thereafter excluding statutory public holidays.

- You will be expected to actively participate in the implementation of the Arts Depot Trust’s policies on equal opportunity, access, cultural diversity and health and safety.

- The job description outlines the duties required of this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility outlined.

Detailed terms and conditions will be outlined in the staff handbook.