



ROLE DESCRIPTION

Role title	Arts Engagement & Outreach Officer		
Directorate	Community Services - Cultural Services		
Reporting to	Arts Engagement & Outreach Manager		
Grade	CCT 12		
Evaluation ref	AT1295	Job Family Ref	CCT
Role purpose			
<p>Support the development of the Arts Engagement & Outreach service as part of the Arts & Entertainment Service that operate The Octagon Theatre and Westlands Entertainment Venue.</p> <p>Work to develop the venues as cultural hubs and support the Arts for Health & Wellbeing, Creative Learning & Education, Participation, Programme & Commissioning, and Talent & Workforce Development programmes across Somerset, with schemes to improve inclusion and remove geographical, social, economic, physical and psychological barriers to access.</p> <p>Work with the Arts Engagement & Outreach Manager to develop, implement, monitor and evaluate Arts Engagement & Outreach service programmes and deliver Arts Engagement & Outreach Strategy (2022-2032) and the Somerset Council Cultural Strategy.</p>			
Key results area	Accountability		
Corporate Responsibilities	Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.		
Planning and Facilitation	Lead planning, facilitation and delivery of activities as part of Arts Engagement & Outreach service delivery objectives. Inspire, recruit and support people to get involved with our Arts Engagement & Outreach programmes especially those who are currently not actively engaged in arts and culture. Support the development of a strong local creative offer through empowering community co-creation, with a high-quality programme of creative activities and cultural events across artform in all four creative hubs for all ages and abilities. As a member of the Arts & Entertainment Service team with responsibility for the smooth running of the venues and Arts Engagement & Outreach programme.		



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Promotion and Marketing	Promote and communicate opportunities and activities with a wide range of stakeholders, ensuring that all publications uphold service quality, equality, diversity and inclusion
Negotiation and Problem Solving	Negotiate and review specific project budgets ensuring that the Arts Engagement & Outreach service activity objectives are met, whilst not compromising on service quality, and identify further funding resources.
Collaboration	Collaborate with teams across the organisation to ensure the logistics of running events and activities are all in place, including resources, risk assessments, policies, rotas, marketing and ticketing.
Stakeholder Engagement	Research, develop and maintain a rich engagement network of youth groups, local schools, colleges, community groups, resident groups, culturally diverse groups, faith groups, business community etc. Develop partnerships and collaborate with a rich network of artists, creatives, facilitators, practitioners, teachers, regional and national arts organisations and companies to programme enrichment opportunities as appropriate.
Administrative Duties	Process bookings and transactions, updating customer records and extracting data for monitoring and reporting purposes. Process invoices for service activity on the computerised finance system and monitor project expenditure. Monitor and evaluate the impact of our delivery programmes, coordinating the collection of feedback to support the collation of quarterly and annual reports for our Board and Arts Council England (ACE). Optimise available resources effectively to locally commission and deliver services to the required standard.
Subject Matter Expertise	Lead and greater responsibility for the following areas: Creative Learning & Education Participation
Project Work	Assist the Arts Engagement & Outreach Manager with the coordination of other projects, events and any other duties, as appropriate.
Dimensions of role	
Contribute to the management of the Arts Engagement & Outreach budget, to under or up to 1 million pounds, on an activity and project basis. Planning will be typically concerned with the weeks and months ahead whilst contributing to the development of the service and programme delivery. No direct reports.	
Qualification/Knowledge/Experience/Skills	
Professional and educational qualifications	

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Essential:

- Educated to A Level standard or equivalent or qualified by strong relevant experience.

Desirable:

- Educated to Degree standard or equivalent or qualified by strong relevant experience.
Arts related qualification.

Experience

Essential:

- Supporting development and delivery of arts based projects
- Working with partners and developing relationships
- Experience of commissioning work and evaluating work and projects
- Experience of working in an arts organisation
- Experience of working with key strategic partners – Arts Council, arts funders, artists and arts practitioners
- Experience of working in a role developing and sustaining a network of community groups and individuals.

Desirable:

- Grant / Bid Writing
- Consultation processing and analysis
- Basic working knowledge of the practices surrounding the areas of specialism
- Experience in event support, with a flexible attitude to working evenings, weekends and bank holidays.

Key Skills

Essential:

- Proactive with commitment to provision of excellent customer service
- Able to communicate effectively both orally and in writing
- Building effective relationships
- Accuracy and attention to detail
- Well organised and methodical
- Team worker with ability to work on own initiative
- Resourceful and flexible in approach
- Problem solving and decision making
- Able to perform efficiently and effectively under pressure
- Proficient in MS Office or equivalent

Desirable:

- Able to review processes and recommend better ways of working
- Use of Spektrix and Artifax

Knowledge

Essential:

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- Arts Engagement to include supporting artists development, developing projects, fundraising and evaluating work.
- Good understanding of Arts organisations and procedures in the UK

Desirable:

- Good understanding of Arts organisations in Somerset
- Good knowledge of Project Management and Health and Safety of public events
- Good knowledge of inclusive practices
- Knowledge of data protection & safeguarding practices

Notes

Competencies / attributes	Somerset Council has developed an attributes framework which will be a key component of the role; this can be found on the Council's website.
Working conditions:	Office/theatre working conditions
Working arrangements:	Yeovil - Octagon Theatre / Westlands Entertainment Venue / Agile Flexible working pattern with evening, weekends, and bank holidays work possible.