**Job Profile Information: Arts Development Officer**

**This supplementary information for Arts Development Officer is for guidance and must be used in conjunction with the Job Capsule for Job Family: Service Area Libraries, Events Arts and Tourism**

**Job Level 4 Zone 1,**

**Camden Way Category 4**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Job Purpose:**

To coordinate and support the delivery of the Cultural Framework, Cultural Partnership, Annual Programme, Art Collection and Swiss Cottage Gallery, public art and S106 initiatives Love Camden, Cultural Impact Award, film service support and income generating initiatives.

**Main Duties and Responsibilities:**

Responsibilities includes supporting the development of; Cultural Framework; establishment of the Cultural Partnership; the coordination of the Cultural Impact Award; managing the relationship with the Camden’s Cultural Education Partnership (SPARK) public art in the public realm activities; Swiss Cottage Gallery; Camden Art Collection; Annual Programme delivery; Priority Partner work; annual celebrations (e.g. Holocaust Memorial Day). In addition, the post will support how the council can work as one organisation addressing the same goals and outcomes / outputs to encourage community cohesion and quality place shaping.

To support partnership contracts and arrangements with cultural and community organisations and external suppliers / partners.

To liaise with internal teams and be an internal advocate for culture and encourage other teams to think creatively in their outputs.

To support the operational delivery of Love Camden supporting a proactive approach for the marketing and promotion of Culture especially via the Cultural Framework.

To support grant applications / fundraising plans and to engage with the Council’s Medium Term Financial Strategy.

To sustain connections and relationships with partners including the creative industries locally, national and internationally. To be well connected to the art world and build a relationship with Camden’s creative sector.

To develop cultural projects and programmes in line with the service plan and Camden 2025, and to build on cross team delivery and work with the communications team.

To support the development of the Cultural Framework and establishment of the Cultural Partnership,

To support large scale Council wide / GLA directed creative projects such as the Cultural Impact Award.

Note: All Camden employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties

**Position in Organisation**

* The role will report to the Arts Development Manager.

**Work Environment**

The post is office based but involves working in all council venues, libraries and externally for meetings and making sure an active presence at cultural venues in the Borough.

**Work Dimensions**

* The post involves working across the Events, Arts, Tourism and Libraries teams, and alongside Council services such as Parks and Open Spaces, The Mayor’s Office, Children Schools and Families Sports, Communications, Highways, Communities and Housing and with a wide range of organisations and partners on different projects
* It will also involve direct liaison with the public.
* The post will involve direct liaison with commercial companies and cultural organisations

**Knowledge skills and Experience**

* A strong understanding of the strategic context of local government and the place of cultural services and tourism in the delivery of corporate objectives.
* Broad understanding of cultural planning agenda and ability to influence and draft cultural policy.
* Develop relationships with key stakeholders including regional and central government, government agencies, other local authorities, BIDs, the private sector and community leaders to ensure a co-ordinated approach to the strategic development of creative cultural and tourism sectors in the borough.
* Co-ordinate the assessment, monitoring and evaluations of all arts and tourism activities against corporate and departmental performance indicators and communicate the results as appropriate.
* Substantial experience in working on and leading significant high quality creative programmes and events with public participation and strategic initiatives. Preferably in large cities with complex audiences and interconnected dependencies. Projects of £50k +.
* Developed understanding of the creative practice, both operational and artistic.
* Direct experience of creative Project and Event Management and budget management experience (£50K+), accounting for expenditure and working through existing systems to report spend and anticipating commitments, working within set budgets.
* Knowledge of procurement, commissioning and contracting arrangements in the arts and tourism sectors, and how this relates to local government procedures

Knowledge and experience of developing and delivering partnership and community projects and events.

* You will need to have local government experience or experience of working closely with this sector. Previous experience working in political organisations and/or large institutions, with working experience of systems, processes and the characteristics typical for these types of organisation is desirable.
* Experience of working with funders, applying for funding and managing funds allocated from other organisations.
* Experience of working effectively on own initiative and as part of a team.
* Experience of communicating effectively, including preparing and delivery of presentations and reports
* Knowledge of all basic IT systems, enhanced understanding of social media and the ways digital formats and tools are affecting creative practice and audiences. Alongside an understanding of marketing and promotion of culture and the media.

**Camden Way Five Ways of Working**

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>