



## Person Specification

Post Title: **Creative Programme & Artist Development Officer**

Post Number: **PLD4**

| Knowledge                                                                                                                                                                                                                                                                                                                                                                              | E = Essential<br>D = Desirable | Identified By |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------|
| Knowledge and understanding of excellence and diversity in the arts within the context of commissioning artists and engaging audiences.                                                                                                                                                                                                                                                | E1                             | AF/I          |
| Knowledge and understanding of arts development work, particularly in supporting local artists to develop their creative practice.                                                                                                                                                                                                                                                     | E2                             | AF/I          |
| Knowledge of the breadth of the arts, particularly within the region, to inform programming and commissioning.                                                                                                                                                                                                                                                                         | E3                             | AF/I          |
| Knowledge of the arts scene locally.                                                                                                                                                                                                                                                                                                                                                   | D                              | AF/I          |
| An understanding of the importance of Libraries within communities and the role that arts can play within Libraries.                                                                                                                                                                                                                                                                   | D                              | AF/I          |
| Skills and Abilities                                                                                                                                                                                                                                                                                                                                                                   | E = Essential<br>D = Desirable | Identified By |
| Be able to support visual artists to develop /deliver projects including the professional presentation of small exhibitions                                                                                                                                                                                                                                                            | E4                             | AF/I          |
| Ability to programme: <ul style="list-style-type: none"> <li>Arts activities and events for target audiences and participants, involving Library colleagues and the wider community in decision making within certain aspects of the programme.</li> <li>Professional Development opportunities for local practicing creatives/artists in response to sector specific need.</li> </ul> | E5                             | AF/I/P        |
| Ability to communicate effectively with customers, staff, and other colleagues.                                                                                                                                                                                                                                                                                                        | E6                             | AF/I          |
| High levels of confidence and ability in the use of ICT including social media.                                                                                                                                                                                                                                                                                                        | E7                             | AF/I          |
| Excellent writing skills to produce marketing material, contribute to reports and to write commission briefs.                                                                                                                                                                                                                                                                          | E8                             | AF/I          |



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| Ability to give presentations to a range of groups partners as required.                                                                                                                                                 | E9                                     | AF/I/P               |
| Ability to work effectively with a range of internal and external partners                                                                                                                                               | E10                                    | AF/I                 |
| Ability to organise work within resource limitations and prioritise and organise own workload to meet deadlines.                                                                                                         | E11                                    | AF/I                 |
| Ability to work within budget, following financial regulations                                                                                                                                                           | E12                                    | AF/I                 |
| Ability to work effectively within a team                                                                                                                                                                                | E13                                    | AF/I                 |
| <b>Experience</b>                                                                                                                                                                                                        | <b>E = Essential<br/>D = Desirable</b> | <b>Identified By</b> |
| Experience of programming arts or supporting the development of arts projects (e.g. exhibitions, performances, arts engagement programmes) in the community, independently or within an arts organisation or arts venue. | E14                                    | AF/I                 |
| Experience of delivering or supporting Visual Arts related projects.                                                                                                                                                     | D                                      | AF/I                 |
| Experience of managing projects.                                                                                                                                                                                         | E15                                    | AF/I                 |
| Experience of audience development and / or marketing the arts.                                                                                                                                                          | D                                      | AF/I                 |
| Experience of supporting / leading groups.                                                                                                                                                                               | D                                      | AF/I                 |
| Arts practitioner.                                                                                                                                                                                                       | D                                      | AF/I                 |
| <b>Qualifications</b>                                                                                                                                                                                                    | <b>E = Essential<br/>D = Desirable</b> | <b>Identified By</b> |
| Level 3 qualification (e g NVQ, GCSE "A" level, or equivalent) or be able to demonstrate relevant work experience.                                                                                                       | E16                                    | AF/C                 |
| Professional Arts or Library qualification.                                                                                                                                                                              | D                                      | AF/C                 |
| Computer/ICT qualification.                                                                                                                                                                                              | D                                      | AF/C                 |
| <b>Other Circumstances</b>                                                                                                                                                                                               | <b>E = Essential<br/>D = Desirable</b> | <b>Identified By</b> |
| An ability to fulfil all spoken and written aspects of the role with confidence through the medium of English.                                                                                                           | E17                                    | AF/I                 |
| Candidates will be required to:<br><br>Work from various locations including library service points across the borough as required with an element of home working and/or hot desking.                                   | E18                                    | I                    |

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| <p>Undertake the element of manual handling involved in this post including lifting, carrying and moving equipment for performances, setting up chairs/tables and assisting in the moving of furniture/shelving/exhibition boards in our Library spaces (or other venues) for performance events, exhibitions and/or workshops.</p> <p>Work some evenings and weekends.</p> <p>Commit to ongoing training /self- development.</p> <p>Be committed to equality of service and high standards of customer care.</p> <p>Hold a driving license and own vehicle to move between libraries easily.</p> | E19 | I    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | E20 | I    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | E21 | I    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | E22 | I    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | D   | AF/I |

The meeting of the criteria will be identified throughout the selection process – initially with shortlisting from submitted applications.

As part of the interview process shortlisted candidates will be being invited to undertake a live test and give a presentation. Certificates to evidence qualifications may be requested.

AF = Application Form

C = Certificate

I = Interview

P = Presentation