



THE POST

College/Service:	College Operations
Post:	Associate Director of Arts & Culture
Reference No:	P62805
Grade:	G
Reporting To:	Director of College Operations (College of Humanities)
Responsible For:	1 x Grade E post and 2 x Graduate Business Partners

The above full-time, permanent post is available from 1st November 2018, or as soon as possible thereafter.

Job Description

Main purpose of the job:

The role of the Associate Director of Arts and Culture is to lead and manage the implementation of an integrated approach to arts and culture in support of the University's Arts and Culture Strategy in close collaboration with the Academic Director for Arts and Culture. They will work across the institution to coordinate and curate an innovative, diverse and attractive year-round programme of high-quality creative arts and culture programmes. There is currently a considerable amount of arts and culture activity taking place at the University but it is not sufficiently coordinated to maximise the benefits for students, staff, our partners, arts organisations or to enhance the University's reputation.

The post will be accountable for progress to the University Dual Assurance Group for Arts and Culture and the Arts and Culture Steering Group. Based on the Streatham Campus in Exeter, as the University professional services strategic lead for the new Strategy the Associate Director will be responsible for taking forward three strands: an overarching and multi-layered creative programme across the University campuses in Devon and Cornwall, an ambitious arts commissioning programme and a communications strategy that will secure a global profile for Culture at the University. The work will include coordinating a distinctive arts presence on our multiple campuses, leading arts and culture initiatives which will develop the University's influence and impact in the city and region as well as nationally and internationally, contributing significantly to the student experience, support recruitment and wellbeing and contributing to the cultural profile of the Peninsula and University.

The Associate Director is responsible for negotiating change in a complex political environment and working with University partner organisations, cultural venues, practitioners, academic disciplines across all the Colleges and students. This will include, for example, leading on institutional engagement with the Bill Douglas Cinema Museum, Exeter Northcott Theatre, Exeter Culture, Falmouth Exeter Plus, etc.

Main duties and accountabilities:

1. In collaboration with the Academic Director of Arts and Culture, responsibility for delivering against the recently adopted Arts and Culture Strategy by identifying opportunities, initiating, developing, leading and managing projects, including allocated arts budgets on and off campus relating to the arts.

2. Managing and integrating University arts and culture development and leading the integration of other University strategic plans to develop, align and link with the overarching University Arts and Culture Strategy, recognising the specific and distinctive reputation of the university including our research strengths.
3. Leading and managing the development and implementation plans for a compelling creative programme. This will involve: i) supporting the University in developing a distinctive identity for the campuses; ii) responsibility for University budgets allocated to the Arts and Culture Strategy; iii) designing and overseeing a programme of events and activities with targeted audiences and ensuring effective evaluation and continuous improvement; iv) ensuring excellent promotion to maximise target audience reach and attendance.
4. Working with academic colleagues and professional services staff in Education and Student Experience to initiate development of arts opportunities for use within academic programmes, supporting student opportunities and the creative curriculum, and recognising and supporting engagement with the arts as a means to develop intercultural activity and wellbeing. Identify arts opportunities to support University student recruitment, satisfaction and retention
5. Playing a key leadership role in identifying, developing and leading on opportunities to support and showcase public engagement with and impact of University research. This will involve leading projects, working with internal and external stakeholders to plan and support events and activities which use cultural channels to promote impact and engagement.
6. Designing and overseeing the delivery of a Creative Fellowships programme, placing established and successful creative practitioners alongside researchers and/or students.
7. Working proactively with the Students' Guild and FXU to promote student and community initiatives to shape and support activities to raise visibility and open up access to the wide ranging student led arts and culture offer.
8. Overseeing the management and curation of the art collections by the Arts and Culture Coordinator.
9. Leading and researching the potential and business case for the development of facilities relating to arts and culture activities. These may be major new capital projects or re-purposing existing facilities.
10. Collaborating with the University's Culture Theme in the Innovation, Impact and Business Directorate (IIB) and mesh with the Directorate's work with researchers and external organisations across the Creative Economy, Heritage and Creative Placeshaping. This includes working closely with the Director of Exeter Cultural Partnership, hosted in IIB.
11. Collaborating with the University's Global Advancement Directorate to support initiatives and opportunities for development linked to philanthropy and alumni.
12. Secure additional investment to support the aims of the Strategy and the aims of the Business Engagement Strategy through working with IIB, as well as responding to regional, national and international opportunities as identified through IIB's role in horizon scanning.
13. Any other duties as allocated by the line manager following consultation with the post holder.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

Line Management and Resources

Responsible for one Grade E role and from September 2019 two Graduate Business Partner roles. Management of a cross-institutional matrix team to support Arts and Culture activity.

Oversee the work of the team including ensuring the team follow consistent approaches and systems to ensure high quality engagement and success with partners, setting strategic objectives and development.

Other Duties

1. Set own objectives and manage work load around these accordingly to meet deadlines.
2. To work additional hours when required in order to meet deadlines.
3. There is an expectation that the post holder will contribute to events and activities which take place outside core working hours.

Person Specification

The role will require clarity and drive and an excellent service delivery ethic combined with traditional project management skills whilst possessing specific industry knowledge and expertise. In particular we are looking for someone with:

Competency	Essential	Desirable
Attainments/Qualifications	<p>Degree or equivalent experience in a relevant subject.</p> <p>Membership of relevant national professional networks.</p>	A formal project management qualification or evidence of personal development associated with project management.
Skills and Understanding	<p>Communication within the team and across matrix reports to ensure maximum creativity.</p> <p>Knowledge of developing arts audiences and promoting arts events with the ability to lead the arts and culture communications strategy supported by a range of colleagues.</p> <p>Proven experience in managing creative dissemination of knowledge and expertise through a wide range of mechanisms, including the many electronic communication platforms. A good understanding of web-based communications.</p> <p>Effective collaborations with staff at all levels that secure the trust, confidence and enthusiasm of colleagues and external organisations as necessary.</p> <p>Able to demonstrate a strong user and stakeholder focus and an anticipatory, agile and responsive approach.</p> <p>Able to negotiate effectively on behalf of the University on key issues.</p> <p>Effective project and resource management skills, including budget management, advocacy, partnership building and event delivery on and off campus.</p> <p>Able to develop operational planning and effective deployment of resources to achieve objectives in an arts context and KPIs as outlined by the Arts and Culture Steering Group.</p>	<p>Knowledge of the South West and its cultural strengths and opportunities.</p> <p>Knowledge of outreach and public engagement activity in a University context.</p> <p>Knowledge of audience development and engagement strategies.</p>

	<p>Able to plan and organise major new initiatives, with little or no precedent.</p> <p>Knowledge of the role and range of arts and culture in Higher Education across research and education and models of successful initiatives.</p> <p>Evidence of strategic and sector knowledge relevant to the cultural and creative sectors, including an ability to horizon scan, identify opportunities and turn strategic initiatives into operational reality based on existing understanding of the Higher Education context.</p> <p>Understanding of how cultural programmes secure audiences and profile at a national level and how their success is measured.</p>	
<p>Prior Experience</p>	<p>Demonstrable experience of working with major cultural organisations (and public sector bodies) as partners and well networked in the sector at a national level with senior cultural leaders.</p> <p>Proven senior management experience and demonstrable success in a leading culture organisation, including evidence of successfully managing high profile cultural programmes from start to finish that have lasting impact, including the successful promotion of these programmes at a national and international level.</p> <p>Evidence of success in negotiating and delivering diverse and complex projects involving multiple partners.</p> <p>Experience in securing a range of financial investment for cultural programmes and building compelling business cases.</p> <p>Experience in working independently with limited supervision, including experience in prioritising and working under pressure.</p> <p>Experience in working in teams with a focus on new capital builds that include creative spaces and programming.</p>	

Behavioural Characteristics	<p>Self-motivated and proactive with an inclusive leadership style based on a collegiate approach and an ability to support the success of colleagues and team members.</p> <p>Demonstrates commitment to pursuing a research-led arts and culture agenda within higher education, with strong student and public engagement.</p> <p>Pro-active self-starter who is also a natural collaborator and team-worker.</p> <p>Ability to work in a culture of change and growth, being enthusiastic, proactive, and adaptable regarding the working environment and expectations.</p> <p>Excellent IT skills, including word processing, spreadsheets, databases, email, internet, blogs and social media in an arts management context.</p>	
Circumstances		

Informal Enquiries

Before submitting an application you may wish to discuss the post further by contacting Hannah Rundle, Director of College Operations (College of Humanities), telephone (01392) 722167 or email h.l.rundle@exeter.ac.uk.

Terms & Conditions

Our Terms and Conditions of Employment can be viewed [here](#).

Further Information

Please see our [website](#) for further information on working at the University of Exeter.