**Job description**

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| **Job title:** | Creative Programming & Public Engagement Manager |
| **Department:** | Public Engagement | **Contract:** | Permanent  |
| **Reporting To:** | Head of Public Engagement, Collections and Curatorial | **Hours per week:** | 37 |

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| **1. Job purpose**To lead the delivery of YMT’s high quality, strategic creative programming and formal learning offer ensuring that it facilitates engagement with and promotion of YMT’s collections and actively drives visitor numbers, school visits, engages with communities, sustains YMT’s volunteer programme and increases YMT reputation for creativity and excellence. |

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| **2. Dimensions****Budgets**To manage the following budgets in year, keeping within budget.Learning: £55k   Community and Volunteer: £9k**Line Management****Direct Reports:** 3 x Creative Learning Producers1 x Creative Learning Producer (formal learning)1 x Community and Volunteer Manager**Indirect Reports:** 3 **Role Impact*** Leads a team of Creative Learning Producers to deliver high profile, quality audience focussed programming at their respective sites and provide Interpretation expertise to the exhibitions team.
* Manages the successful planning and delivery of all live aspects of the public programme offer including small and largescale YMT-led events to attract visitors to York and augment exhibitions.
* Acts as lead producer for large events such as Christmas at the Castle
* Develops creative partnerships to support delivery of the public programme
* Oversees a review of the formal learning offer and the implementation of recommendations for an improved schools programme.
* Oversees the delivery of good quality community engagement is undertaken in the work of YMT
* Oversees the ongoing delivery of YMT’s volunteer programme, ensuring its successful development to incorporate the work of community engagement within the team’s remit.
* Oversees the delivery of YMT’s Creative Case and can act as a point of best practice with regards to Creative Case for YMT more broadly
* Ensures YMT meets Safeguarding requirements
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| **3. Principal accountabilities****Core Responsibilities*** Manage the delivery of the all live elements of the public programme, including events, talks and workshops to ensure their successful delivery
* Oversee the Volunteer and Community team, supporting the successful transition to a combined volunteer and community focus for the team and advocating for volunteers internally and externally for YMT.
* Manage a team of Creative Learning Producers and support them in delivery of their areas of work.
* Ensure all content development is audience appropriate and accessible
* Oversee the delivery of a review of the formal learning programme and implementation of recommendation for a revised schools offer that engages widely and deeply with pupils in a cost-effective model.
* Act as Safeguarding Lead Officer

**Management*** Line management of 4 Creative Learning Producers and one Community and Volunteering Manager
* KPI reporting on key deliverables for the public programme, volunteering and formal learning programme and ensure team targets are met
* Act as lead producer for the delivery of large-scale projects, including Christmas at the Castle and the Roman Festival, managing all aspects of the project including creative vision, schedule, budget, project teams and communication
* Provide inspirational leadership to support the generation of creative, innovative and practical programming
* Broker relations with creative partners and develop initiatives to enhance the public programme, diversify our offer and meet our creative case

**Research and Content*** Oversee creative content development of visitor facing projects to ensure audiences are considered at every stage of development
* Provide interpretation expertise in the development of Exhibition content.
* Advocate for diversity and inclusion in the development of visitor facing content and take a lead the delivery of ACE’s Creative Case for Diversity.

**Formal learning** * Support the Creative Learning Producer (formal learning) in a review of the formal learning programme at each site and develop an approach to working with schools and HE and FE that is cost effective, impactful and broadens the depth and breadth of engagement with pupils and students
* Support the Creative Learning Producer (formal learning) the development of YMT’s partnership working with primary and secondary schools, HE and FE and the development of a teacher liaison committee to input into the development of the schools offer.

**Volunteer and Community engagement*** Ensure development of the remit of the Volunteer team to incorporate community engagement work with support from the Volunteer and Community Manager
* To ensure that community engagement activities maximise use of Trust assets and deliver meaningful social or learning outcomes for participants

**Other duties*** Promote and develop equality and diversity in line with YMT Equality Statement.
* Other duties may be required from time to time which are consistent with the grading of this post
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| **4. Key performance measures*** Public programming activity is delivered on time, to budget and to a high standard
* Content is audience focussed and engagement levels increase
* Formal learning programme is revised to be efficient, engaging and engagement levels remain consistent or increase
* YMT continues to develop excellent community partnerships and work collaboratively and supportively with groups that do not currently engage.
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| **5. Knowledge, skills, experience and behaviours****Knowledge*** Degree/qualifications in fields related to public programming in the arts/ heritage
* Understanding of learning practice and theory; learning and audience needs in arts, museums and heritage; of formal and informal learning sectors
* Excellent understanding of production / project management processes
* Excellent understanding of best practice engagement with diverse communities
* Excellent understanding of best practice work with volunteers
* Robust understanding of documentation and digitisation issues and accreditation standards
* Robust understanding of digital engagement with collections and an understanding of the potential of digital to enhance collections access
* Good understanding of Safeguarding best practice

**Skills*** Strong people management skills and experience leading direct reports and project teams.
* Creative thinking and ability to turn innovative ideas into reality
* Ability to broker creative partnerships and deliver projects
* IT Skills including competency with Microsoft Office products
* YMT has a strategic commitment to increasing its digital skill base. The post holder should be able to demonstrate competence in one or more of the following areas:
	+ Digital recording – e.g. photography, sound, video
	+ Social networking – e.g. twitter, Facebook

**Experience*** Experience in a management role in the museum, heritage or creative industries
* Experience of project managing creative projects and content development
* Experience of managing budgets of up to £100,000
* Experience of interpreting collections
* Experience of developing learning content for specific target audiences
* Demonstrable experience engaging with communities and developing successful cultural participation and co-produced projects
* Fundraising experience
* Experience of Acting as Safeguarding Officer is desirable

**Behaviours*** Commitment to Continuous Professional Development for self and others
* Inspiring managers, colleagues and staff to be creative, ambitious and constantly improving, and to empower teams through delegation, support and performance management
* Actively leading and promoting a safe working environment where the health, safety and wellbeing of visitors, staff, volunteers and contractors come first
* Commitment to equality and diversity and an understanding of how this commitment applies to this role.
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| **6. Key relationships**IT and Digital Engagement ManagerVolunteer TeamLearning TeamCTP Project TeamFacilities ManagerCuratorial TeamsExternal project teamsHealth and Safety AdvisorCommunity organisations [e.g. RAY]IVECreative partners [e.g. Mediale, Aesthetica] |

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| **7. Organisation chart** |

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|  | **Signature** | **Date** |
| **Approved by HR:** |  |  |
| **Approved by line manager:** |  |  |
| **Approved by job holder:** |  |  |

**Job Title: Exhibitions Project Manager**

**Terms and conditions of service**

Reporting line

This post reports to the Head of Public Engagement, Collections and Curatorial.

Salary

The salary for the post is YMT Scale points 34-38 (£32,768 to £36,338 per annum)

Annual leave

The annual leave entitlement is 25 days per annum pro rata, increasing by five days pro rata after five years continuous service with the Trust, plus public holidays.

Pension

The Trust belongs to the Local Government Pension Scheme and all new employees are enrolled. It is possible to opt out of the pension using forms available at [www.nypf.org.uk](http://www.nypf.org.uk).

Hours of work

The hours of work are 37 per week, Monday to Friday, although some flexibility is required.

Period of notice

The period of written notice required for you to terminate this post is 2 months. The Trust will give you 2 months’ notice.

Health

Prospective employees must be cleared by the Occupational Health Service as medically fit for employment by the Trust.

Probationary period

Appointments are subject to the successful completion of a six-month probationary period.