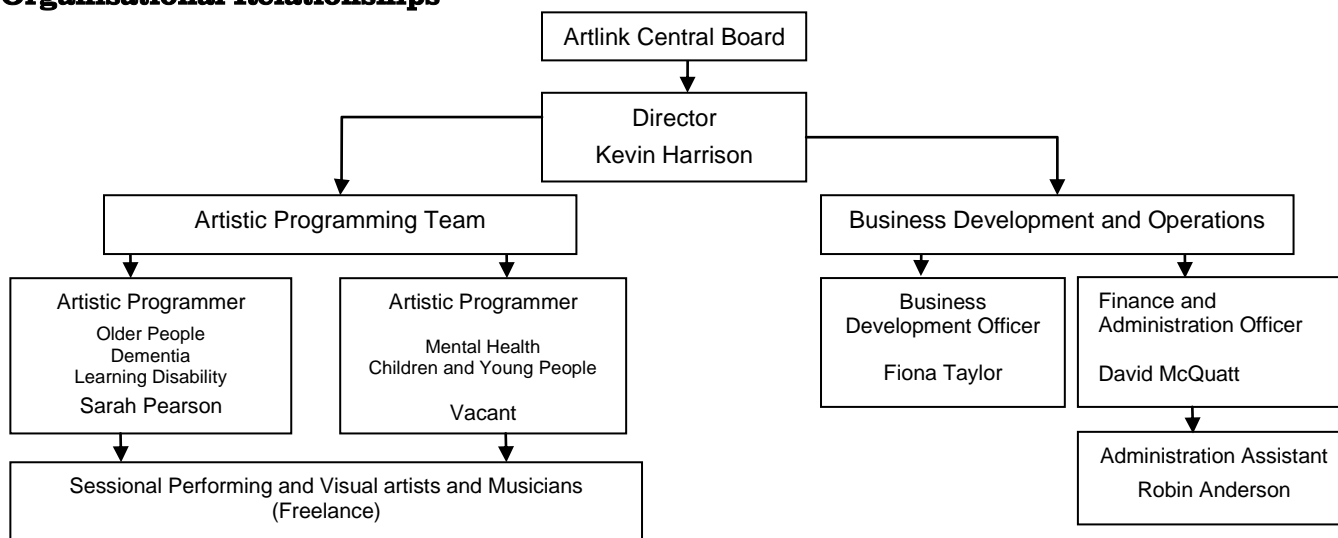


This job description may be amended from time to time dependent on service requirements.

Section A

Role Title: Artistic Programmer
Location: Artlink Central Office, Cowane Centre, Cowane Street, Stirling
Reports to: Director

**Section B
Organisational Relationships**



**Section C
Principal Purpose and Objectives**

This is a rare opportunity to work in a highly demanding and creative participatory arts programming role. As an experienced and committed participatory arts administrator, you will know how to develop challenging and stimulating opportunities to engage arts practitioners in community and public sector environments, reducing barriers for people accessing the arts and culture. With experience of working within education and social care or health environments, you will provide strong management and direction to contracted visual artists, musicians and performing arts practitioners to meet our artistic aims and the outcomes of the participants on behalf of contractors and funders.

You will lead on our work in schools and in mental health programming, but will also collaborate to support programming across the organisation’s areas of work. You will bring with you, strong project management and administration skills, experience of operating budgets and the ability to fundraise for and promote our programmes effectively. You will be able to work across a range of art forms, and also have a strong practice in equalities.

Section D

Main Duties and Responsibilities

- To conceptualise, devise and manage Artlink Central's cross art form mental health and schools programmes collaboratively with other team members.
- To support delivery of other Artlink Central programmes as required.
- To plan, operate, promote, monitor and evaluate allocated Artlink Central programmes
- To manage budgets assigned to each programme
- To programme, contract and manage artists/facilitators effectively through efficient systems
- To generate resources and income to support programme development, through fundraising, writing applications for funding, tendering for public sector funding or developing charging policies appropriate to the services or programmes in development in collaboration with colleagues.
- To contribute to artist development initiatives
- To work as part of the Artlink team, with specific responsibility as outlined below.
- To contribute to the delivery of exhibitions and performances and occasional fundraising events including the biennial Art off the Rock.
- To maintain awareness of current practice in contemporary participatory arts, education, mental health policy and planning and in participatory arts practice

Section E

Other Duties

- Inputting and retrieving simple statistical data in Microsoft Packages;
- Budget responsibility and reporting
- Drafting contracts
- Arranging both in-house and external events
- Occasional support to other programme and fundraising events
- Presentations to participants, artists, boards, funders and other stakeholders
- Be the first point of contact for participants, artists and venues/partners with regard to complaints or conflict, and act as troubleshooter.
- Provide partner organisations with advice and support when requested
- Monitor Health and Safety with respect to guidelines issued by Artlink Central both at project locations and in relation to contracted artists.
- Prepare project reports for internal use, and for external funders.
- Be conversant with current practice in respect of fire regulations to ensure safety at project locations and to inform contracted artists

Section F

Communications

Internal: Other Artlink Central staff, the Director and the Board

External: Statutory bodies and agencies (e.g. FVNHS, Creative Scotland, Local Authorities); Trusts and donors, local business, contractors and suppliers; supporters, volunteers, press, partner voluntary sector agencies, participants of Artlink Central programmes.

Section G Demands

- Assist in developing and utilising systems (information, statistics, data)
- Effective and confident communication with all identified internal and external contacts
- Meet tight deadlines and work flexibly

Section H Working Environment

This is an office based post but will require travel to a range of locations across the area.

- Meet often tight deadlines and turnaround times under pressure
- Deputise for other staff, including the Director, if required

Section I Knowledge, Skills and Experience

Essential Criteria:

- Excellent knowledge and experience of using arts in an education context
- Excellent knowledge and experience of using arts in a social or health context
- Experience of programming high quality arts projects
- Ability to work in an extremely busy, fast paced office in an administrative and/or customer facing position.
- Good office skills and experience working with a range of IT packages including spreadsheets and databases.
- Excellent customer-service and communication skills.
- Excellent understanding of equalities and related issues
- Exceptional organisation skills with great attention to detail and deadlines.
- Ability to work independently and as a team member.
- Demonstrable experience of Microsoft Word, Outlook, Powerpoint, Excel, Access
- Good command of English
- An understanding of time management and the ability to prioritise effectively
- Ability to travel across Central Scotland

Desired Criteria:

- Use of digital social media, photo editing and graphic design software
- Full drivers licence and access to a car
- Strong knowledge of contemporary arts practice in one or more fields
- Community Development and Learning experience
- Knowledge and understanding of mental health policy and practice
- Knowledge of Curriculum for Excellence
- An understanding of Health and Safety issues in the workplace