

LU ARTS

## Arts Programme Events Officer (Full Time, Open-Ended)

Job Ref: REQ241114

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### About LU Arts

LU Arts is Loughborough University's arts centre. It delivers a creative programme of workshops, tuition, classes, performances and scholarships for students, staff and the general public; commissions new work in response to campus activity (primarily through its Radar programme); and curates the University's arts collection. It forms part of the University's Marketing and Advancement division, which brings together a wide range of teams that also includes marketing, communications, web and digital, student recruitment, outreach, market research, international recruitment, creative services and print, philanthropy and alumni relations. The postholder will form part of the LU Arts team and report to the University's Events Team.

For more information on LU Arts, please see [www.arts.lboro.ac.uk](http://www.arts.lboro.ac.uk).

### Job Description

#### Job Grade: AD5

#### Job Purpose

Programming, administering and overseeing a programme of creative events and opportunities for students, staff and wider public, in support of the University's Culture and Creativity Strategic Plan. This programme will cover a variety of artforms (including the visual arts, music, performing arts, creative writing and spoken word) and formats (including workshops, tuition and classes, performances, commissions, funding opportunities and scholarships).

#### Job Duties

##### Programming and Events Management

- Designing and overseeing the delivery of a programme of creative events and opportunities to engage a wide range of the University's students, staff and stakeholder communities. This currently includes a programme of workshops and short courses, evening classes, music tuition, the University choir, film screenings, and student funding and training opportunities.
- Identifying and engaging relevant practitioners within and beyond the University to deliver events.
- Ensuring that issues of equity, diversity and inclusion are embedded across the programme, and contributing to a review of these issues across LU Arts.
- Producing or procuring Risk Assessments and ensuring events are planned in accordance with Health and Safety policies.

- Attending events as appropriate. Tasks here may include welcoming attendees, introducing the event and ensuring compliance with Health and Safety policies. This will involve work outside of standard office hours and may occasionally require weekend working.
- Managing and administering our Student Arts Worker, Arts Scholarships and Arts Grants programmes.
- Supporting other aspects of the LU Arts programme as appropriate. This may include supporting activity organised via our Radar programming strand, assisting with exhibition planning and curation in the Martin Hall Exhibition Space and supporting the commissioning of new artworks for campus.
- Working closely with other members of the Marketing and Advancement team and the wider University to provide bespoke and professional expertise to support local events and activities outside the scope of the team's immediate remit.

### **Monitoring and Evaluation**

- Monitoring and adapting the programme to ensure value for money, and that engagement levels meet key performance indicators (these will include issues of equity, diversity and inclusion).
- Working with the LU Arts marketing team to evaluate event/project success and providing updates and reports as appropriate.

### **Liaison**

- Developing and maintaining relationships with colleagues, student groups and relevant stakeholders across and beyond the University in order to develop collaborative events.
- Liaising with the LU Arts marketing team to ensure promotional activity is factored into all stages of the programming process. This will include drafting and reviewing event copy.
- Attending the University's Arts Committee as appropriate.
- Acting as an advocate for creative activity across the University.

### **Budgeting and Finance**

- Managing a dedicated budget for creative events and opportunities, and make recommendations for the allocation of resources.
- Developing funding bids for internal and external funding as appropriate.
- Ensuring compliance with University finance policy.
- Administering pay claims from LU Arts colleagues on hourly paid contracts.
- Working with finance and operations colleagues to ensure that invoices are processed efficiently.

### **Administration**

- Working with the LU Arts team to respond to enquiries in a timely and appropriate manner.
- Managing logistics in order to deliver the programme. This is to include room and equipment booking, catering and ordering materials.
- Contributing to the ordering of materials to enable the day-to-day functioning of the LU Arts office.
- Briefing colleagues and volunteers supporting or leading events.
- Managing records of events, including digitally, in-line with team practice.

### **Points to Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

### **Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equity, Diversity and Inclusion policy and procedures at all times. Duties must be carried out in accordance with relevant Equity, Diversity and Inclusion legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

### **Organisational Responsibility**

Reports to Nina Kitcher, Assistant Head of Future Students and Marketing Operations (Events Lead).

### **Person Specification**

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Presentation
- 3 – Interview

### **Essential Criteria**

<b>Area</b>	<b>Criteria</b>	<b>Stage</b>
Experience	Experience organising, planning and delivering events	1,3
	Experience administering a budget	1, 3
	Experience developing projects individually while remaining responsive to the needs of and drawing on the support of a team	1,3
Skills and abilities	Knowledge of current artistic/creative practices	2, 3

	A good understanding of equity, diversity and inclusion issues, and a willingness to embed these at the heart of programming	1, 2, 3
	Excellent interpersonal skills, and the ability to communicate in writing and in person in a clear and approachable manner.	1, 2, 3
	Excellent organisational skills, including the ability to combine attention to detail with a focus on the bigger picture; and the ability to prioritize tasks across differing time scales	2, 3
	The ability to comply with relevant Health and Safety policies in relation to events, including writing Risk Assessments where necessary	3
Training	A willingness to undertake further training as appropriate, and adapt to new procedures as and when required	3
Qualifications	Educated to A level standard or equivalent	1
Other	Flexibility to work outside office hours, including a willingness to work occasional evenings and weekends	1,3
	A willingness to collaborate with partners, including the Students' Union, student groups, University colleagues and local organisations	2, 3
	An enthusiasm for the arts and creativity	1, 2, 3

### Desirable Criteria

Area	Criteria	Stage
Experience	Experience organising, planning and/or delivering artistic/creative events	1,3
	Experience delivering an events programme over a concentrated or extended period of time	1, 3
	Experience organising, planning and/or delivering events with issues of equity, diversity and inclusion as a core focus	1,3
	Experience managing a budget	1,3
Skills and abilities	A knowledge of the regional arts/creative ecology	2, 3
	An understanding of event evaluation methods	1,3
	An understanding of issues facing the artistic and creative sectors	3
	Good public speaking skills.	1, 3
Qualifications	Qualifications in artistic/creative subjects (including extra-curricular qualifications/grades)	1

## Conditions of Service

The position is full time and open-ended. Salary will be Administrative Grade 5 (£28,879 - £33,882 per annum), a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>