



Job Description: [co|Create Programme Manager](#)

Creativity Works' co|Create Programme

Creativity Works has a strong remit to promote talent and excellence in our creative programme. Our continued success depends upon the quality of the artists that we work with, and we have a commitment to their support and development through:

- Providing a comprehensive programme of artists continued professional development
- Enhancing artist's skills, confidence, and employment opportunities
- Providing signposts and networks, and to act as a focal point to further the development and reach of socially engaged artists
- Raising the profile and fabric of Socially Engaged Art
- Initiating Creative Conversations which support artist's knowledge, experience and networking
- Enriching the origination of resources and research for artists

Works to: Creativity Works Director

Responsible for: co|Create co-ordinator (Apprentice)

Key Tasks:

Management:

- Create, manage and deliver a year round programme of training, seminars, and events for artists, and other like-minded professionals, in the field of Socially Engaged Arts Practice.
- Design and deliver CW Artist's Induction pack and practical training, and provide toolkits, information and discussion opportunities to increase dialogue and raise profile of socially engaged arts practice and CW's role in this field.
- Research and Development of the programme ensuring inclusion of up to date and cutting edge theories, methodologies, events, and industry personnel.
- Collaborate with project managers on the recruitment of artists, and lead on artist's call-outs.
- To give artists the opportunity to influence future delivery of Creativity Works projects, keeping CW vibrant and artist informed/led.
- Collaborate with other CW staff to provide training and development opportunities which help to enhance the skills and experience in artists that we require to meet the challenges of public service delivery and outcomes.
- Provide support during project delivery to artists, ensuring agreed outcomes are achieved.
- Develop CW's potential to develop and deliver co|Create in wider geographic and community of interest areas.

Finance:

- Assist the Director to develop long-term funding relationships to sustain the work.
- Actively fundraise to ensure the sustainability and progression of the programme.
- Manage the programme budget in collaboration with the Director and the Financial Administrator.

Monitoring and Evaluation

- Lead on monitoring and evaluation of all co|Create activities.
- To manage Artist's Database.
- To disseminate co|Create methodology and findings internally and externally as appropriate, through innovative and inspiring means.
- To create a body of work, resulting from co|Create programme, in the form of journals or such like, that reflects CW artistic methodology.

Marketing and PR

- To be the co|Create marketing lead on all activities relating to the programme with support from, and in consultation with, CW Marketing and Comms Co-ordinator ensuring local, regional and national profile.
- Promote understanding of the Creative Process and how this impacts upon social, health and learning outcomes, and support participants to progress to new opportunities and develop confidence and skills.
- Artist's Resources:
To provide interesting, informative material and useful tools which support socially engaged art activity on our website, in social media and through targeted marketing initiatives, in collaboration with CW staff including:
 - Dedicated artist's area on our website
 - Toolkits
 - Downloads, information and expertise
- Create mapping and signposting opportunities for artists and participants.

General Duties

- Explore the development of volunteers who will support project delivery, develop peer initiatives, and meet local priorities.
- To undertake administrative duties connected with the programme as required.

- To represent and promote Creativity Works' work where appropriate.
- To submit relevant progress reports to Trustees.
- To act in the best interests of Creativity Works.
- To work within Creativity Works' policy framework including working within the spirit of Creativity Works' Equalities and Diversity policy.
- To undertake any other duties and responsibilities commensurate with the post.

Conditions of Service (Summary)

Grade / Salary: £23,295 pro rata

Hours: 22.5 hours per week

Special Conditions: The hours worked may require evenings and weekends.

Pension: Eligible to join **Creativity Works'** stakeholder pension scheme to which the Board of Trustees make a 5% of salary level contribution.

Personal Specification: co|Create Programme Manager

co Create Programme Manager	
Essential	Desirable
Qualifications	
Educated to degree/HND level or equivalent life/work experience	Arts Specialist preferred
Experience	
At least one years experience of managing and developing arts [or similar] organisations/projects	Experience of working within both urban and rural areas
At least one years proven experience of working in participatory arts	Experience and knowledge of socially engaged arts practice
Experience of managing and monitoring budgets	Experience of fundraising
Experience of recruiting, managing and supporting freelance artists	
Experience in developing partnerships and working collaboratively.	
Experience in monitoring and evaluation of projects and assessing quality of both process and product	
Experience of co-ordinating the production, presentation and dissemination of events, exhibitions, presentations, performances or publications of art work	
Knowledge and Skills	
Knowledge of a wide variety of art forms	A thorough understanding of Creativity

both traditional and new	Works' model of working
	Knowledge of community development issues across Bath & North East Somerset
Knowledge of participatory arts best practice and community development and social inclusion issues	Ability to deliver key funders' aims and objectives
	Ability to identify project marketing and PR requirements
Commitment to and understanding of equality and diversity issues, and ability to deliver and monitor Creativity Works' Equality and Diversity Policy	Publicity/marketing and presentation skills, including the ability to identify marketing and PR outputs
Excellent computer skills	
Excellent communication skills both written and verbal, including the ability to speak on behalf of an organisation	
Ability to develop and work within good health and safety policy and practice	Ability to undertake risk assessments
Personal Qualities	
Strong self-motivation and ability to manage own time effectively with minimum supervision	
The ability to respond positively/creatively to challenges and changes	
A commitment to the aims and ethos of Creativity Works	
Ability to work flexibly including evenings and weekends	