
1 JOB DETAILS

Title: Arts Co-ordinator

Accountable to:

Accountable for: Commissioned artists, artists-in-residence,
performing artists, volunteers

Base:

Salary:

Hours:

2 JOB PURPOSE

To develop and maintain the arts programme for the [organisation] in conjunction with the Arts committee. The arts co-ordinator plans and manages arts related projects within the Trust, working with staff in all areas to identify needs and opportunities for using the arts to enhance the hospital environment and the patient and staff experience.

The Arts Co-ordinator identifies internal and external funding sources, makes funding applications and raises funds in conjunction with the development and implementation of projects. The Arts Co-ordinator has responsibility for the maintenance of the artworks on loan to and owned by the Trust and for managing participatory arts activities for patients, staff and the wider community where appropriate, including schools, colleges and arts and heritage organisations.

3 DIMENSIONS

[background information about the Trust and the arts programme]

The Arts Co-ordinator is responsible for managing, developing and supporting the volunteers who contribute to the Arts Enhance programme, artists working on commission projects, artists-in-residence and other performers whilst engaged in Arts Enhance projects. The Arts Co-ordinator is responsible for ensuring adequate project funding is secured for all project work and that the budget is managed with regard to the running of Arts Enhance on a day-to day basis. The Arts Co-ordinator is responsible for the management of Arts Enhance funds, under the guidance of the Chief Financial Accountant and the Charities Committee. .

4 ORGANISATIONAL CHART

5 KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Qualifications

- Degree or degree level in arts subject

Knowledge

- Knowledge of contemporary visual arts, public and community arts, music and performing arts
- Knowledge of the national arts context and the arts funding system

Experience – some or all of the following

- Minimum 2 years experience as arts manager/co-ordinator
- Project management experience including budget management
- Public art commissioning
- Arts programming
- Arts in healthcare
- Consultation and or user involvement
- Press and publicity
- Fundraising

Skills

- Excellent verbal, written and presentation communication skills
- Organisation and time management
- Ability to lead, motivate and enthuse artists, healthcare staff and users
- Computer literate- Word, Excel, Powerpoint
- Negotiation skills

Attributes

- Energy and commitment
- Sensitivity to healthcare settings
- Ability to work under pressure and to tight deadlines

6 KEY RESULT AREAS

- Overall responsibility for the Trust art collection and programme
- Strategic development of the arts programme, planning and implementation
- Consultation with staff and wider community to inform development
- Developing and managing arts commissioning projects
- Arts events programming and management
- Programming and managing education/community projects
- Evaluation of arts projects and the benefits for users

- Identifying sources for funding and fund-raising to support projects in conjunction with members of the Arts Enhance committee
- Responsibility for financial management, maintaining agreed budgets and keeping accurate records
- Maintenance and administration associated with collection and loaned artworks
- Communication and profile raising internally and externally in conjunction with the Trust Communications Manager
- Producing appropriate and effective publicity to support projects and documenting projects appropriately including photography and accurate record keeping
- Representing the Trust regionally and nationally within the Arts and Health field
- Collaboration and liaison with arts organisations and providers in the local community, where appropriate
- This post is subject to the terms and conditions of employment of the Trust
- Any other duties commensurate with the grade and in line with the requirement of this post

7 COMMUNICATION & WORKING RELATIONSHIPS

The Arts Co-ordinator has the primary responsibility for developing arts projects within the Trust. In order to do this, the Arts Co-ordinator liaises with staff in all areas of the hospital in relation to maintenance of the collection and project work, including [Facilities department and/or PFI partners], ward and departmental managers and staff. The financial management of the project involves working with the Trust Finance department. The Arts Co-ordinator is also responsible for maintaining good relations with the local arts and heritage community and the wider community of arts, heritage and arts in health organisations nationally. The Arts Co-ordinator works with the Trust's Communications department to ensure that positive press coverage of arts projects is maximised.

8 DESCRIPTION STATEMENT & AGREEMENT

Post Holder

Signature: _____ Date: _____

Line Manager

Signature: _____ Date: _____

PERSON SPECIFICATION

Arts Co-ordinator

SKILLS & EXPERIENCE	ESSENTIAL	DESIRABLE
Education / Qualifications	<ul style="list-style-type: none"> Degree or degree level in arts subject 	<ul style="list-style-type: none"> Post graduate arts management qualification
Skills and Abilities	<ul style="list-style-type: none"> Excellent verbal, written and presentation communication skills Organisation and time management Ability to lead, motivate and enthuse artists, healthcare staff and users Computer literate- Word, Excel, Powerpoint Negotiation skills 	
Experience	<ul style="list-style-type: none"> Minimum 2 years experience as arts manager/co-ordinator Project management experience including budget management Arts programming Fundraising 	<ul style="list-style-type: none"> Public art commissioning Arts in healthcare Consultation and or user involvement Evaluation Press and publicity Large public sector organisation
Knowledge	<ul style="list-style-type: none"> In depth knowledge of at least one contemporary art form Knowledge of the national arts context and the arts funding system 	<ul style="list-style-type: none"> Visual arts, public and community arts, music and performing arts Knowledge of the national Art & Health field and related organisations
Other	<ul style="list-style-type: none"> Energy and commitment Sensitivity to healthcare settings Ability to work under pressure and to tight deadlines 	

Job Environment Sheet

Physical effort

The post is mostly office based but includes some transportation of artwork to and from storage facilities and hanging of temporary exhibitions, as well as much travel between sites and to venues outside the Trust.

Mental effort

The post requires a great deal of mental effort as it involves initiating projects which bring people, resources and creative ideas together to achieve a desired improvement to a building or service. It relies on the ability of the post holder to inspire enthusiasm and commitment in the staff, artists, volunteers and others who help to bring the projects about.

One particular feature of arts in healthcare projects is the need to be able to relate to people at all levels in the organisation, from porters to senior management, and to quickly grasp the key features of the many different departments and services within the Trust.

The post holder must be credible to stakeholders within the Trust, associated with the Trust, such as Leagues of Friends, and to the wider arts world. There is a need to keep abreast of developments and trends within the NHS and in the arts and heritage world generally.

The post holder must be able to plan strategically and develop policy for the arts programme and effective briefs for different projects, calling and chairing meetings and ensuring that timetables and deadlines are met.

The post holder has to be aware of Trust policy and guidelines in areas such as confidentiality, child protection, health and safety and infection control, and to develop arts projects in the context of the Trust's overall plans and strategies.

Emotional effort

Arts projects such as memorials to deceased patients or staff have to be handled with sensitivity in order to acknowledge the emotional needs of the donors and other interested parties, while recognising that most patients do not wish to be reminded of their own mortality in a hospital environment.

The Arts Co-ordinator has to be aware of the stresses on staff, buildings and budgets and to ensure that arts projects enhance the services being offered to patients rather than getting in the way of them.

Working conditions

Adverse working conditions are rarely encountered although there is an occasional need to negotiate with and / or reassure staff, patients and visitors who may be aggressive or anxious, in order for arts projects to go ahead smoothly.