

KEY INFORMATION, JOB DESCRIPTION AND PERSON SPECIFICATION

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| Closing Date | 11 March 2010 (10am) |
| Interview Date | 15 March 2010 |
| Title | Arts Manager Generation 3.0 |
| Salary | £27,000 (pro-rata) |
| Benefits | 25 Days Annual Leave (pro-rata) |
| Location of Work | 7 Plough Yard, London, EC2A 3LP |
| Start Date | 5 April 2010 |
| Hours | 50% FTE (17.5 hours per week) |
| Type of contract | Fixed-Term (to March 2011) |
| Accountable to | Director |

- Main Tasks** The main purpose of the post is to lead and develop the groundbreaking arts education/policy project 'Generation 3.0'. Generation 3.0 is an intergenerational project to help young and older people:
- Understand changing attitudes to race equality and race relations between generations,
 - Share their understandings of race relations with each other,
 - Positively influence other people, in their communities and neighbourhoods, and at a later stage, nationally - in other key locations.

This is a senior-level post that requires the post-holder to work directly with the senior team, and work closely with consultant(s), film-makers, schools, voluntary and community organisations, web-developers, young people as well as older people. The post calls for an individual with proven expertise in the field of youth arts/arts education, exceptional project management skills, an entrepreneurial spirit and an unfailing commitment to enabling young people's and marginalised voices to be heard.

Job Description

1. Creative project management

- Deliver a collaborative and innovative educational project 'Generation 3.0'
- Build relationships with key stakeholders to ensure effective project delivery.
- Manage and coordinate project's activities, liaising with film-makers and web developer, local partner organisations and Advisory Group to organise and ensure delivery of workshops, film-making sessions, screenings and events within budget and deadline.
- Provide creative direction to the project and ensure the quality of the work produced.
- Prepare policy briefings based on the outcomes of the project.
- Organise regular monitoring and the collection of feedback from participants, in line with the evaluation plans

- Work to disseminate the project by developing the project website, organising launch events and finding opportunities for collaboration

2. Administrative Responsibilities

- Co-ordinate information dissemination to, and communication with, external stakeholders, including government departments, funders, educators, voluntary and community sector organisations, arts institutions.
- Develop and maintain an effective database of contacts.
- Prepare project reports to Trustees, participants, funders, and other partners where necessary.
- Manage the project budget effectively, ensuring value for money in keeping with the organisation's financial regulations
- Maintain an orderly and accessible filing system and oversee the archiving of all relevant documentation when the project is completed.

3. Strategic Direction and Supervision

- Establish and maintain a range of external networks, for future Runnymede work in this area.
 - Supervise and line-manage consultants to the project, artists and possible trainee in their work on the project, under the guidance of the Director
 - Build the profile of the project and Runnymede through engagement with policymakers and other relevant stakeholders

4. Other

- Undertake general administrative duties in line with the established practices of the organisation.
 - Undertake any other duties falling within the scope of the work as required by the Director from time to time.

Person Specification

- Experience of managing creative projects involving arts and media.
- Experience of working with young or older people within a creative environment.
 - Experience of working in partnership with different stakeholders.
 - Good knowledge of 'race' and/or social justice issues
 - Ability to prioritise and work to tight deadlines
 - Excellent writing and proof reading skills with the ability to write for different audiences.
 - Excellent communication skills and the ability to liaise effectively with people at all levels.
 - Flexible approach to work as part of a small, dedicated team.
 - Demonstrate a commitment to equal opportunities policies and practices, and the promotion of equalities.