



APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Arts Officer (Programming & Commissioning)

Vacancy ID: 010679

Salary: £30,507 - £32,878 Annually

Closing Date: 15/12/2019

Benefits & Grade

Grade K

Contract Details

Temporary until 31/08/2021

Contract Hours

37 hours per week

Interview Date

23/01/2020

Job Description

The Council is committed to retaining its leadership role and further developing Stockton's reputation as a creative and dynamic events Borough where quality of life is enhanced by a range of vibrant Arts, Festivals and Events. Stockton's exciting annual events programme includes Stockton International Riverside Festival, Stockton Sparkles, Halloween Fright Night and Fireworks Display.

An exciting opportunity has arisen for an enthusiastic, innovative and self-motivated individual to join the Council's successful Events Service and be part of the journey to deliver extraordinary and unexpected event experiences for residents, businesses and visitors alike.

The post holder will lead the creative design and planning, and will support operational delivery of the Council's annual events programme, as well as assisting with the commissioning and programming of artists and performers.

We are looking for an individual who has a proven track record in the Arts field with significant experience in delivering creative programmes and projects. Knowledge of outdoor arts and street theatre practice and participatory arts practice is desirable.

An online application form and further information is available from www.stockton.gov.uk/jobs.

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Peter Savage, Event Team Leader (Programming/Commissioning) on 01642 527345.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Culture Leisure & Events		Service Area: Events	
JOB TITLE: Arts Officer (Programming & Commissioning)			
GRADE: K			
REPORTING TO: Events Team Leader (Programming & Commissioning)			
1.	<p>JOB SUMMARY:</p> <p>To be responsible to the Team Leader (Programming & Commissioning) in supporting the design, planning and operational delivery of the Council's annual events programme, with specific regard to those events that are arts based or contain significant artistic elements.</p> <p>The post holder will lead all aspects of the SIRF Community Carnival and will be responsible for the visitor experience team requirements as well as supporting artist contracts and arrangements.</p> <p>Other duties will include technical production and contributing to event plans, including risk assessments and safeguarding issues where there is community participation. The post holder will be required to provide advice, guidance and support to service teams where required.</p>		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
1.	To support the SIRF Artistic Director on agreed elements of the festival in the selection, commissioning and management of artists.		
2.	<p>To lead and take responsibility for the all elements of the SIRF Community Carnival including</p> <ul style="list-style-type: none"> • Selection and recruitment of artists, • Commissioning of work • Procurement of materials and equipment • Oversee delivery of the Carnival • Oversee arrangements for the safe participation of children and vulnerable adults in events activities • On site management of responses to climatic conditions, including wind speed monitoring/recording • Monitor crowd management/flow and traffic management arrangements • Organisation and on site supervision of artists/performers and other personnel as required • Liaise with the Council's Health and Safety and Licensing Teams as required 		

3.	To lead and be responsible for the provision and management of a visitor experience team as required by the SIRF Artistic Director
4.	To be responsible for the production of all SIRF artist contracts, ensuring all legal, financial and technical requirements are agreed.
5.	To provide the creative lead for the Council's annual event programme, including Stockton Sparkles, Halloween, Festival of Light and Colour
6.	To support the artistic programming of the Town Centre, influencing the creative use of fixed and temporary feature lighting in Stockton-on-Tees Town Centre and on the Riverside, supporting the sympathetic programming of the water feature and Stockton Flyer automaton, alongside temporary artist interventions.
7.	To assist with the production of risk/fire assessments and method statements and implement any health and safety arrangements to mitigate any identified risks.
8.	To provide help, guidance and support to internal service teams and external groups/organisations in the delivery of their events and functions.
9.	To organise and attend planning meetings with event stakeholders/blue light services
10.	To be aware of Council procurement policies and procedures and its value for money ethos
11.	To order goods and services in collaboration with the Event Team Leaders and in accordance with Contract Procedural Arrangements
12.	To manage assigned budgets efficiently
13.	To be aware and work within current licensing legislation (Licensing Act 2003)
14.	To maintain appropriate records for artists/performance groups including insurance information, risk assessments, approval to work in UK etc.
15.	To work with community groups, friends groups etc., providing practical advice/guidance and support to enable them to programme and deliver their own events.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Description dated 24.6.19

PERSON SPECIFICATION

Job Title/Grade	Arts Officer (Programming & Commissioning)	Grade K
Directorate / Service Area	Culture, Leisure & Events	Events
Post Ref:	33798	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Educated to degree level or equivalent, or demonstrable directly relevant work experience to an equivalent level of knowledge.	Relevant qualification in creative practice and/or arts related subjects	Application form Selection Process Pre-employment checks
Experience	<p>Significant Experience in delivering creative programmes and arts development activities and projects</p> <p>Creative festival programming</p> <p>Experience of managing artists/performers</p> <p>Experience of Event Planning, including Health and Safety, Safeguarding, Risk and Traffic Management issues</p> <p>Demonstrate experience of working at an outdoor event site</p> <p>Experience of Crowd Control Management</p> <p>Demonstrate significant experience of working with community groups, performers and artists in the delivery of outdoor arts programmes/event</p> <p>Working with people and young children</p>	<p>Knowledge of the local, national and international festival scene</p> <p>Knowledge of Art Council England's ambitions, priorities and policies</p> <p>PA and audio visual experience</p>	<p>Application form Selection Process Pre-employment checks</p>

<p>Knowledge & Skills</p>	<p>Knowledge of outdoor arts and street theatre practice and participatory arts practice</p> <p>A sound knowledge of event management industry</p> <p>Supervisory skills</p> <p>The ability to establish and maintain productive working relationships with officers and external agencies</p> <p>Knowledge and application of the following:</p> <ul style="list-style-type: none"> • Event management plans • Health and Safety • Safeguarding in community event contexts <p>Have the ability to communicate clearly and effectively in verbal and non-verbal forms to a wide range of audiences.</p> <p>Project management skills</p>	<p>Knowledge of local government and political systems</p>	<p>Application form Selection Process Pre-employment checks</p>
<p>Specific behaviours relevant to the post</p>	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement</p> <p>Strong ability to contribute towards effective team working for the service in order to achieve key outcomes</p> <p>High personal standards and self-discipline</p> <p>Ability to work in a fast paced environment</p> <p>Able to demonstrate flexibility and resilience</p>	<p>Have the ability to problem solve</p> <p>On-going commitment to Continuous Professional Development and sector networking</p>	<p>Application / Interview</p>
<p>Other requirements</p>	<p>Physically fit</p> <p>Due to the role requiring frequent travel between venues across the borough, a full driving licence and access to a motor vehicle is required for this role.</p> <p>Must be able to vary working hours to incorporate evening and weekend meetings as determined by Service need</p>		

Person Specification dated 24.6.19

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.