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| Last updated: | August 2023 |

**JOB DESCRIPTION**

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| Post title: | **Arts and Culture Coordinator (0.8FTE)** | | |
| Academic Unit/Service: | Arts and Culture | | |
| Faculty: | Engagement and Advancement | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 3 |
| \*ERE category: | n/a | | |
| Posts responsible to: | Head of Arts Marketing Communication | | |
| Posts responsible for: | Interns | | |
| Post base: | Office-based/Non Office-based (see job hazard analysis) | | |

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| Job purpose |
| The Arts and Culture Coordinator is a key member of the University’s Arts and Culture team (including John Hansard Gallery and Turner Sims).  The role’s purpose is to support the development and delivery of a wide variety of Arts and Culture activity and communications for students, staff and the wider community.  The role works directly with the Head of Arts Marketing Communications, Associate Director (Arts and Culture), faculties, arts venues, professional services, and external partners to enhance student experience and implement the University’s Strategy and Strategic Plans. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | To coordinate marketing campaigns (including social media campaigns and print materials) and activities that optimise Student Experience, Public Engagement and audience development opportunities. | 25 % |
|  | To coordinate the communications and administration of Arts and Culture activity, in liaison with colleagues, external stakeholders and partners. This will include:   * administrative duties, including financial administration * liaising with internal colleagues, stakeholders and external partnerships * Providing secretatiat and communications support for Southampton Cultural Education partnership (SCEP), as part of UoS’ Civic University Agreement | 25 % |
|  | To work with senior colleagues and Student Experience Directorate teams, including Careers and SUSU Student Union, to develop activities that enrich Student Experience. This will include:   * developing and delivering an arts internship programme * identifying skills needs and development opportunities for students * inducting, training, supervising and monitoring the progress of student interns, ‘Arts Ambassadors’, within an office context so they can establish and deliver their objectives. | 20 % |
|  | To organise arts presence at promotional events (Arts Briefings, Open Day stand, Freshers Fayre stand), in liaison with UoS Arts venues. This will include:   * ensuring all activities run efficiently * co-ordinating diaries and rostering staff/interns * booking venues * representing the University at events * supplying relevant information and communications materials | 10 % |
|  | To provide detailed advice and guidance on specialist arts and culture processes and procedures to internal and external customers and stakeholders, using judgement to suggest the most appropriate course of action where appropriate. | 5 % |
|  | To undertake research and perform detailed analysis, manipulation and interpretation of specialised data to create reports and highlight and prioritise issues. | 5% |
|  | To undertake Agresso financial administration processes and provide support to management with budget monitoring processes. | 5% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
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| UoS Arts venues: John Hansard Gallery, Turner Sims music venue  Faculties and Professional Services  Student Union SUSU  External parties including city-wide arts and cultural organisations & networks, including City Eye (Studio 144 tenants), Southampton Cultural Education Partnership and community groups, artists and stakeholders. |

| Special Requirements |
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| * Occasional evening and weekend work required in relation to coordinating events * Demonstrate [University of Southampton Behaviours](https://www.southampton.ac.uk/~assets/doc/hr/Southampton%20Behaviours.pdf) |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Strong knowledge and understanding of arts administration and/or communications.  Able to apply a comprehensive understanding of relevant University systems and procedures and procedures, and an awareness of activities in the broader work area.  Experience of and ability to make effective use of social media software/platforms, standard office computer systems including word-processing and spreadsheets  Good knowledge of cultural engagement and learning.  Curiosity and interest in a broad range of artforms.  Skill level or demonstrable experience equivalent to achievement of Level 3 qualification on the [National Qualification Framework](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fwhat-different-qualification-levels-mean%2Flist-of-qualification-levels&data=05%7C01%7CL.C.Coysh%40soton.ac.uk%7C0382f09b9052413cad6708da55c99857%7C4a5378f929f44d3ebe89669d03ada9d8%7C0%7C0%7C637916621572739347%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=nf1qMK%2Bi1QMnsf9TmXHRjnf%2BhkLZ3mmOIu2LanECcmE%3D&reserved=0). | Experience of working in an arts and culture environment, with communications and project coordination skills and knowledge.  Knowledge and experience of Equality, Diversity and Inclusion best practice and how this translates and is applied to arts marketing and communications.  Financial administration/budget monitoring experience. | Application/  Interview  Application/  Interview  Application/  Interview  Application/  Interview  Application/  Interview  Application/  Interview |
| Planning and organising | Able to plan and prioritise a range of one’s own, and the team’s, standard and non-standard work activities.  Ability to successfully plan and deliver administrative projects over a period of several months (e.g. to co-ordinate an event)  Excellent organisational, administrative and IT skills.  Experience of project management and managing budgets.  Ability to successfully plan and deliver administrative projects over a period of several months (e.g. to coordinate an event) | Experience of coordinating workshops and public events over a specific period of time. | Application/  Interview  Application/  Interview  Application/  Interview  Application/  Interview  Application/  Interview |
| Problem solving and initiative | Able to identify and solve problems by applying judgement and initiative to tackle some situations in new ways and by developing improved work methods. |  | Application/  Interview |
| Management and teamwork | Able to solicit ideas and opinions to help form specific work plans.  Able to positively influence the way a team works together.  Able to ensure staff are clear about changing work priorities and service expectations.  Ability to effectively allocate to, and check work of staff, coaching/ training and motivating staff as required. | Successful supervisory experience, with particular emphasis on working with young people  Experience of working with diverse participants and audience groups.  Good understanding of safeguarding children and young people policies. | Application/  Interview  Application/  Interview  Application/  Interview  Application/  Interview |
| Communicating and influencing | Strong communication and presentation skills, with the ability to communicate with a diverse range of audiences.  Strong interpersonal skills with the ability to work with a wide variety of people.  Able to offer proactive advice and guidance.  Ability to deal with sensitive information in a confidential manner. | Confident communicator, able to deliver presentations and represent the organisation, including public speaking, at internal and external events.  Supervisory experience of working with assistants/internships | Application/  Interview  Application/  Interview  Application/  Interview  Application/  Interview |
| Other skills and behaviours | Commitment to diversity, equality, inclusiveness and making arts accessible to all.  Awareness and confidence with optimising use of digital channels and data. |  | Application/  Interview  Application/  Interview |
| Special requirements | Willingness to work evenings and weekends as required. | Specialist skills and experience within one or more artform/s. | Application/  Interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (e.g.: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (e.g.: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (e.g.: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (e.g.: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(e.g.: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (e.g.: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (e.g.: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public | x |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |