

Job Title	Participation Programmer
Pay Grade	G6
Directorate	Community
Division	Environment & Culture
Reports to	Programme & Marketing Manager
Location	Harrow Arts Centre
<p>Role Purpose</p> <ul style="list-style-type: none"> • This role sources, contracts and delivers activity within the artistic programme of Harrow Arts Centre (HAC), with a particular emphasis on attracting diverse communities, families, schools, young people and older people through participatory activity. A key element will be to work with the formal education sector, maximising the income available from education-based programmes. • Supported by the Programme & Marketing Manager, the post holder will negotiate and manage contracts with professional companies and build local partnerships to realise a broad and high-quality programme that is financially sustainable. • Decisions made by the post holder have a direct impact on customer satisfaction with artistic programming and the financial success of HAC. 	
<p>Job Context (Key outputs of team / role)</p> <ul style="list-style-type: none"> • Supervision of freelance professionals, professional companies, community arts organisations, volunteers and casual staff. • Planning and monitoring of participation budgets of up to £30k. • Programme management. • Fundraising and sponsorship. 	
<p>Generic Duties</p> <ul style="list-style-type: none"> • To demonstrate a commitment to the Council's Equal Opportunities Policy and the ability to understand and implement the policy in relation to the job responsibilities • To ensure compliance with your responsibilities as laid out in the council's health and safety policy and take an active role in promoting a positive health and safety culture. • To promote and participate in the council's individual performance appraisal and development initiatives and information management best practice. • To ensure compliance with the council's information security policies and maintain confidentiality. • In accordance with the Immigration Act 2016, where the role is customer-facing and the post holder is required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post 	
<p>Values, Behaviours and Equalities</p> <p>We want our colleagues to live our values. These values describe what we stand for and how we do things at Harrow whilst inspiring, challenging and guiding us towards the delivery of our organisational ambitions and goals. Our three values are:</p> <p style="text-align: center;">Be Courageous, Do It Together and Make It Happen</p> <p>These values will also help us to achieve our equalities vision of being a proud, fair & cohesive Harrow, a great place to live, work & visit.</p>	
<p>Main Duties / Accountabilities</p> <ol style="list-style-type: none"> 1. Be responsible for the sourcing, contracting and commissioning of professional arts performances and activities that will attract target audiences from the local community. 2. As part of the artistic programme, develop and deliver a comprehensive service to schools and colleges at HAC that contributes to the generation of income. 3. As part of the artistic programme, develop and deliver events that break down barriers to participation by specific target groups. 4. Implement a programme of creative consultation with specific target groups to inform future programming and build partnerships for audience development and marketing. 5. Build relationships with businesses within target communities to realise local commercial sponsorship of the artistic programme. 6. Work in partnership to develop HAC as a centre for informal learning and accreditation for young people. 	

7. Contribute to the achievement of local targets for health and social care through participatory programmes at HAC.
8. Work in partnership to create innovative ways of developing a sustainable arts sector in Harrow, using HAC as a development site for new local talent.
9. Work with Adult & Community Learning, Libraries and Harrow Music Service to develop participatory activity at HAC.
10. Work in partnership to develop the capacity of voluntary arts organisations using HAC, to engage with HAC's target audiences.
11. Develop and manage relationships with professional arts companies and agencies locally, regionally and nationally to build the reputation of HAC as a venue.
12. Build and maintain knowledge of current and emerging arts practice relevant to artistic programming at HAC.
13. Research and develop applications for funding to support the delivery of participatory activity as part of the artistic programme at HAC.
14. Supervise and monitor the work of volunteers, freelance professionals and casual staff.
15. Undertake such other duties when required to ensure flexibility as may be reasonably required in the post or Directorate on any of Harrow Council's establishments.

Selection Criteria - Knowledge, Skills and Experience

Role requirements	Essential	Desirable
1. Experience of managing and delivering arts participation programmes to meet the needs of diverse audiences	✓	
2. Knowledge of audience development and consultation, community engagement and market research methods	✓	
3. Experience of delivering informal learning and accreditation for young people alongside working with schools, colleges and adult education	✓	
4. Experience of using the internet, social media and new technology methods for community engagement and consultation	✓	
5. Knowledge of current practice in a range of art forms and barriers to participation	✓	
6. Experience of meeting tight deadlines and prioritising workloads along with demonstrable skills in successful event/project planning.	✓	
7. Experience in making applications for funding/sponsorship, monitoring budgets and report writing with accuracy and attention to detail in written and numeric work	✓	
8. Demonstrate an active interest in the arts.	✓	

Qualifications

Role Requirements.	Job specific examples (if left blank refer to left hand column)	Essential	Desirable
Educated to college level or equivalent or has the equivalent relevant work experience.		✓	

Other Requirements

The job involves:

- Regular daytime, evening and weekend work (including bank holidays) according to the needs of the service.
- Some physical elements such as moving programming equipment and materials.
- Travel for work to oversee outreach projects as required.
- Occasions of lone working.