

**JOB DESCRIPTION**

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| **Job Title:**  | Creative Programmer  |
| **Reports to:**  | Creative Programme Manager  |
| **Department** | Engagement and Public Programmes  |

**Purpose of the Job**

To be an advocate for and support the development of the programmes at Brighton & Hove Museums sites and gardens, ensuring achievement of audience and income targets and maximising the potential of the sites.

To support the Head of Programming and Creative Programme Managers in devising and implementing a sustainable programme of exhibitions and events B&HM’s sites, and contribute to the day-to-day running of the programmes across those sites.

The post-holder will work across all of B&HM’s sites, the Royal Pavilion, Brighton Museum and Art Gallery, the Pavilion gardens, Preston Manor and its gardens, Hove Museum and Art Gallery and its gardens, the Booth Museum, and with our collections.

**Principal Accountabilities**

1. In collaboration with relevant colleagues, contribute to a programme of lively, imaginative, relevant and high quality temporary displays and events which capitalise on B&HM’s collections, buildings and gardens.
2. To review, develop, deliver, monitor and coordinate lively and relevant public and corporate events programmes for B&HM’s sites, to achieve visitor and income targets, in collaboration with relevant colleagues.
3. To be responsible for the co-ordination of the day-to-day programme of activities at B&HM’s sites within the programming team, in conjunction with the other Creative Programmer.
4. To project manage individual smaller exhibitions and displays (including touring exhibitions) from inception to completion and support the development of larger ones at B&HM sites. To write, compile, edit and organise any relevant exhibition literature, including catalogues, labels, text and online content within agreed timetables.
5. In conjunction with B&HM colleagues, be responsible for the security and care of exhibition material loaned by other institutions and private individuals to ensure that all requirements of the loan arrangements are fully met.
6. In liaison with outreach and community engagement colleagues, develop and maintain an understanding of audiences and local communities around B&HM’s sites, and plan and implement appropriate programmes which meet the varied needs of different visitors; maintains the interest of existing audiences; develops new audiences, and supports learning and engagement.
7. To be aware of commercial and fund-raising opportunities linked to B&HM’s sites, and work with appropriate colleagues to develop these.
8. To contribute to the achievement of visitor and income generation targets for exhibitions and events programming.
9. To help establish partnerships to encourage use of B&HM sites and, liaising with colleagues in other relevant cultural and commercial organisations, to support the development of B&HM’s sites,
10. To undertake delegated budgetary responsibility.
11. To work with and occasionally train and supervise temporary staff, placements and volunteers.

**General Accountabilities**

To develop practices within B&HM that uphold and develop the principles of B&HM’s Equality in Employment Policy and the Equalities Policy in relation to staff and to service provision.

To be responsible for the implementation of, and compliance with, the provisions of legislation relating to the health and safety and safeguarding of such employees and areas of the workplace as fall under your direct control and for complying with legislation relating to such works and contracts as are within your direct responsibility.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. All staff will occasionally be asked to work front-of-house across any of our sites.

All staff will have an individual work plan explaining how they are contributing to the delivery of our vision and business plan which will be updated annually.

Every member of staff will work as one team looking after five sites and three gardens. They will:

* Be visitor focused and business-like.
* Be a great museum professional.
* Always be listening and learning.
* Be an ambassador for B&HM.

Your duties will be as set out in the above job description but please note that B&HM reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.



**PERSON SPECIFICATION**

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**Essential Criteria**

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| Job Related Education, Qualifications & Knowledge | Educated to degree level or professional vocational qualification or a substantial and comparable level of knowledge and experienceKnowledge of current national and regional policies and initiatives affecting museums and historic housesUnderstanding of access issues and learning theories and their application to collections engagement and programming. Understanding of collections management, conservation, environmental and security issues in relation to museum objects |
| Experience | Proven experience of programming and audience development within a museums or historic house environmentExperience of project management Some experience of partnership working with community groups and outside organisationsExperience of developing temporary exhibitions and events programmes for a range of audiences in a museum/gallery contextSome experience of design and print processes including producing exhibition print such as catalogues, texts and promotional material Ability to draft, and deliver to, budgetsExperience of project evaluation |
| Skills & Abilities | Excellent communication skills with an ability to work with people at all levels both inside and outside the organisationExcellent research and written skills and ability to proofreadProven organisational and administrative skills with an ability to prioritise and work effectively under pressure and to tight timescalesAbility to manage, motivate and develop teams and individuals, maintaining effective working relationshipsGood ICT skills including Microsoft Office, email, internet and databasesEvidence of a passion to develop audiences by building on the strengths of the collectionsPolitically aware, media savvy with an ability to spot opportunities and seize them at the right time and with imagination |
| Equalities | To uphold and carry out the duties of the post with due regard to B&HM’s Equalities and Equality in Employment Policies. |
| Other requirements | Commitment to acquiring awareness of current Health & Safety legislation as it applies to the area of policy and practice as it applies in their area of workAbility to co-operate and adhere to Health & Safety Policy, practices and instructionsAwareness of the need to identify hazards in the area of responsibility and the ability to contribute to an assessment and management of the associated risksWillingness to work weekends and eveningsLicensee or willingness to undertake training to become a licenseeCommitment to continuing professional development and a willingness to learnCommitment to delivering a high level of customer satisfaction |

**Signature Date**