

JOB DESCRIPTION – Shared Collective Heritage Manager/Producer

Job Purpose:

The Manager purpose is to plan, organise and control. As a Manager you must first plan, then organise according to that plan and finally evaluate the effectiveness of the plan. As part of this role you have an ambassadorial function for both GHAT and for the Arts.

The Shared Collective Heritage Manager /Producer purpose is to enable GHAT to facilitate a strong arts and heritage programme within NHS Grampian hospitals. They will lead on the GHAT project Shared Collective Heritage project to engage staff, patients and visitors in new arts initiatives.

Key responsibilities and accountabilities:

Accountable is defined as: required or expected to justify actions or decisions

Responsible is defined as: having an obligation to do something.

These will include, but not limited to:

As a GHAT Manager

- Accountable and responsible for the smooth running of your appointed area of activity
- Responsible for managing resources for your area of activity
- Responsible for proactively promoting your area of activity to the public.
- Responsible for ensuring that all health and safety requirements are met for working in a hospital environment
- Responsible for undertaking duties that, from time to time, are requested by the Managing Director.

As Shared Collective Heritage Manager/Producer:

- Responsible for leading on the development and production of the Shared Collective Heritage project
- Responsible for the planning and coordination of Shared Collective Heritage
- Responsible for the team of contract artists
- Responsible for a team of volunteers and work experience workers to support the delivery of Shared Collective Heritage
- Responsible for the development of Shared Collective Heritage marketing plan
- Responsible for the development of an evaluation plan for Shared Collective Heritage and the gathering of evidence to support the analysis of the project impact.

Skills & Knowledge requirements: (either essential or desirable)

- Extensive professional experience as a producer within the arts and or heritage sector
- Ability to engage with community and encourage participation in arts and heritage programmes
- Ability to act as an ambassador for the arts and heritage and the values of arts, heritage and wellbeing initiatives
- Experience of managing resources e.g. human, asset, property, budget.
- Ability to communicate effectively and concisely with colleagues and external bodies
- Ability to multi-task and exercise excellent time management skills
- Ability to set and work towards targets.
- Relevant training or professional qualifications to degree level.
- Budget management capability and experience
- Excellent ICT skills including familiarity with Apple and ability to use Microsoft packages.
- Ability to create, update and manage website content and communication platforms (Twitter, Facebook, Vimeo and YouTube)

Personal Qualities:

- Approachable and supportive to the GHAT team
- Professionalism at all times
- Able to work as part of a team and work on own initiative.
- Is adaptable, flexible and responsive
- Is open, welcoming and positive
- Treats everyone with respect and trust.
- Excellent verbal and written communication skills
- Excellent interpersonal skills, with the ability to engage with people of all ages and backgrounds
- A positive and solutions focussed approach in the workplace

Success Criteria:

- Project Evaluation – every project has been evaluated and recorded
- Budget – projects delivered on budget.
- Positive client/partnership feedback received
- New client/partnerships
- All projects and activities are aligned/attribution to an area of the Business plan.
- CPD – have completed tangible CPD per quarter. The professional development should include arts practices
- No variations from GHAT policies and processes
- No Health & Safety breaches
- Tangible effective communication with other members of the management team.
- Meet targets met by MD
- Evidence of supporting & developing others who engage with GHAT e.g. staff, stakeholders, artists, volunteers etc

Signed Manager:	by		Date:	
Accepted Employee:	by		Date:	