

JOB OUTLINE	
JOB TITLE: Team Manager - Arts	JET CODE: 4171
DIVISION: PLACE – Communities & Partnerships	
SERVICE/BUSINESS UNIT: Connected Communities	
REPORTING TO: Service Manager – Connected Communities	
RESPONSIBLE FOR: Direct line management of the Arts Service staff team and staff members and agency/locum staffing employed to support delivery of the Brunton Theatre Trust's theatre and arts programme.	
JOB PURPOSE: To be responsible for the strategic leadership, development, promotion and delivery of the East Lothian arts programme. Supporting the Brunton Theatre Trust in developing and managing delivery of its business model. Overseeing art development including programmes for all art forms, community arts development, Youth Arts development programme, arts education programme for schools, and public art projects. Responsible for the safe operation of and customer experience within venues used by the Arts Service and the Brunton Theatre Trust.	
MAIN DUTIES: Leading the Arts Service team to develop wide ranging arts provision throughout the East Lothian area, including operation of facilities and resource management. Managing Brunton Theatre Trust including creation and implementation of 3-year Business Plan. Providing expert advice to the Brunton Theatre Trust on developing its artistic vision, artistic partnerships and programmes, collaborating with artistic programmers and creative producers including the company for the annual pantomime and in its partnership working with East Lothian Council. Development and implementation of in and out of school hours arts service/ policies and community arts services/policies for all art forms.	

Budget holder responsibility for budgeting, identifying funding opportunities, applying for funds, for the Arts Service and for Brunton Theatre Trust, monitoring spends, reporting, analysing expenditure and income.

Management of Brunton Theatre Trust venues and customer experience.

Overseeing artistic, venue and events programming, scheduling, marketing, box office booking procedures, contract negotiations, health and safety, stewarding, licenses.

Advising internal and external contacts on Arts matters including strategic planning for service development and alignment to other corporate policy and plans.

Acting as representative of Council and Brunton Theatre Trust on Arts and Theatre working groups both internal and external.

Developing and managing resources for use by schools, communities and arts groups.

Managing the Youth Music Initiative (YMI) Formula Funded service for schools to support the implementation of 5-14 curriculum in line with the Education & Children's Services policies.

Managing key programmes such as East Lothian Youth Music Forum and partnership working with QMU, Edinburgh College and other HE and FE providers.

Negotiating contracts and partnerships to make best use of resources and achieve strategic outcomes.

Using influencing skills to demonstrate value of arts in relation to strategic objectives (e.g. instrumental value of arts in relation to education, health, etc.).

Managing the Council and Brunton Theatre Trust's partnership working with Creative Scotland and other funders with regard to key programmes eg VACMA East Lothian, Public Art programme, YMI programme.

Advocating for the arts at local and national level and supporting local artists, makers, and arts organisations to develop and flourish through partnership working.

Managing and overseeing budget and all service resources for Brunton Theatre Trust and the Arts Service, ensuring efficient and effective service delivery within approved budgets.

Leading team meetings, attending internal and external meetings, working groups.

Manage and support the Arts Service team to deliver the Arts Service and Brunton Theatre Trust business plans and projects.

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- Educated to Degree level in an arts related subject with previous experience of managing arts venues and events.

Disclosure Scotland:

- None

Scottish Social Services Council:

- None

PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	Educated to Degree level in an arts related subject. As you are required to travel to manage a workload, you must hold a current driving licence and/or have access to a vehicle.	Appropriate Post Graduate Qualification
Previous Experience (Paid & Voluntary Work)	Management of arts venues. Management of events. Management of technical and professional arts staff. Management of complex budgets. Management of marketing and sales for arts/events. Design and delivery of an 'all arts' art programme. Development of business cases and funding applications	
Knowledge/ Skills /Competencies	Knowledge of the Scottish Arts Sector – all art forms. Knowledge of OSCR and Charitable Trust arrangements. Knowledge of the arts sector national governing bodies and funding streams Skilled in arts programme design and delivery Skilled in business development and planning. Skilled collaborative leader and relationship manager. Skilled in customer experience management.	

Personal Qualities	Effective verbal and written communication skills. Effective organisational and time management skills. Ability to multi-task. Ability to investigate and resolve problems. Ability to prioritise a varied and complex workload. Ability to use own initiative. Ability to work under pressure and meet deadline. Ability to work flexibly as part of a team. Ability to develop effective relationships with stakeholders. Ability to maintain confidentiality relating sensitive or personal matters. Ability to work to a high degree of accuracy, paying close attention to detail. Effective project management skills. Effective research and evaluation skills. Ability to analyse and interpret data. Ability to lead and manage technical and professional staff teams. Ability to promote and market services. Ability to develop and manage a range of complex and competing projects. Ability to be creative	
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Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	
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