

Job Description		Ref No:	
Job title	Arts Programme Manager		
Directorate / Region	East Asia	Department/Country	Arts, Indonesia
Location of Post	Jakarta, Indonesia	Job Grade / Pay band	G
Reports to	Director Arts	Duration of Contract	One year, Fixed Term (renewable)

Purpose of Job:

To work with the Indonesian arts sector (*taken to include theatre, dance, music, visual arts, design, literature, film and creative economy*), colleagues in the UK and the British arts sector to create, develop and deliver programmes, audiences and partnerships in line with British Council strategic objectives.

Programmes will be developed and delivered in line with key priorities and will contribute to improving connections and relationships between the Indonesian and British arts sectors and reflect British Council's cultural relations mission.

Context and Environment:

British Council has operated in Indonesia for over 70 years and currently works in the areas of English and Exams, social entrepreneurship, skill development, higher education, schools and the arts and creative industries.

The Arts and Creative Industries programme encompasses artistic presentation, professional development, policy dialogues, digital engagement, creative education and more. The programmes focus on the experience of artistic work to create new ways of connecting with and seeing each other through the arts and creative industries.

The Programme Manager will be responsible for the development, delivery, monitoring and evaluation of arts programmes, projects and events. The role includes liaison with internal and external stakeholders and the management of individuals and ad-hoc teams related to programmes and events.

Accountabilities, responsibilities and main duties:

1 Artistic - Development of arts programme

The Programme Manager will, in collaboration with the Director Arts and colleagues, create and develop high quality arts programmes which:

- Bring inspirational new UK artistic work to audiences in Indonesia and vice versa.
- Develop skills and leadership in the creative sector.
- Harnesses the power of arts in achieving international development goals

The Programme Manager will:-

- Maintain a close understanding of and relationship with the arts sectors in Indonesia and the UK
- Develop creative, fit-for-purpose partnerships which deliver against the British Council cultural relations mission and extend its impact.
- Develop specific projects in consultation with colleagues which reflect the strategic aims of the British Council, build partnerships and audiences, while reflecting the needs of external stakeholders and demonstrating cultural sensitivity.

2 Project Management – Effective delivery of arts projects and events

The Programme Manager will manage projects effectively, co-ordinate project partners and resources. Project tasks include but are not limited to:

- design and manage project plans, budgets, schedules and responsibility matrices, budget forecasts and work breakdown structures
- develop, negotiate and manage pre-contract agreements, contracts and *Service Level Agreements* with individuals, departments and organisations
- be responsible for the implementation of projects at different stages of the project cycle to ensure delivery of project outputs and targets and manage changes
- identify and coordinate procurement and management of goods, services and internal resources (including consultants, partners and suppliers)
- undertake business risk identification (technical and financial) and analyse specific initiatives; To use this to inform, approach and manage risk

3 Evaluation – continuous improvement through monitoring and evaluation projects for internal and external

The programme manager will liaise with Evaluation colleagues and external partners to continually monitor and improve our programmes. Including:-

- Conduct Project management reporting and evaluation including update reports during project delivery, including effective methods for replication and areas for improvement.
- Conduct Impact Evaluation to understand and improve the impact of our work
- Corporate reporting on audien through scorecard data system collected in time for office reporting dealdines e.g. scorecard, business risk management, BC publications
- Recording of in-kind contributions to projects on corporate SAP system.

4 Marketing and Communications – stakeholder, professional and public

The Programme manager will deliver and manage communications with key stakeholders, media, partners, professional and general public audiences through digital and traditional channels.

- Liaison with MarComms colleagues and partners to devise and deliver appropriate marketing and communications to create impact for programmes.
- Create content for digital commincation including provide and coordinate market intelligence and information: content for BC online platforms (blogs, databases, website) on high quality new work and new approaches in the sector in the UK; and content for communications materials (press releases, newsletters etc) for distribution in Indonesia
- Manage and develop partner and media relationship, attend stakeholder meetings, update partners on developments and actively contribute to knowledge management to support the delivery of specific projects and country strategy.

5 Cross-department, regional and country projects

Throughout the year the programme manager will be involved in at least one cross departmental project and will engage with country priorities such as coordination of international visits, joint projects with Education, Society and English.

6 Professional development

Agree own personal development plan with Line Manager and review it twice a year **or at least once a year**

Key Relationships:

External

Government: Ministries of Trade, Culture and Creative Economy, National and Provinical Ministerial contacts, City Governments and Governors

Arts: Directors and Senior staff of arts organisations, arts companies, museum an gallery directors, curators, festival directors, cultural editors, senior staff at professional institutes, arts councils, instituitues and universities and leading artists and cultural figures.

Other: Media, Corporate, NGOs, development organisations, suppliers and vendors

Internal

Artform colleagues in UK, colleagues in Education, English, marketing and events, EA Regional arts team, Regional Arts Lead, Country Director

Other important Features or requirements of the job:

May involve some travel to parts of Indonesia and unsocial work hours

Please specify any passport/visa and/or nationality requirement.	Must have the legal right to work in Indonesia
Please indicate if any security or legal checks are required for this role.	NA

Person Specification

	Essential	Desirable	Assessment Stage (all criteria will be used for performance management purposes)
Behaviours			
Creating Shared Purpose (Essential)		X	NA
Connecting with others (More Demanding)	X		Shortlisting and Interview
Working Together (Essential)		X	NA
Being Accountable (More Demanding)	X		Shortlisting and Interview
Making it Happen (More Demanding)	X		Shortlisting and Interview
Shaping the future (Essential)		X	NA
Skills and Knowledge			
Curatorial, production or programme skills development and project management	X		Shortlisting and Interview
Creative problem solving skills		X	Shortlisting and Interview
Excellent software skills (including microsoft packages, CRM and Social media)	X		Shortlisting and Interview
Excellent spoken and written Bahasa Indonesia and English	X		Shortlisting and Interview
Experience			
Strong experience of project, relationship and events management (Preferably within the arts and creative industries or international context)	X		Shortlisting and Interview
Strong experience of project design and implementation, financial and impact monitoring, reporting skills.	X		Shortlisting and Interview
Strong industry experience delivering marketing and communications campaigns and activities to general public and stakeholders/partners	X		Shortlisting and Interview
Professional working knowledge of Indonesian arts sector	X		Shortlisting and Interview
Qualifications			
Bachelor degree in Arts or Culture		X	NA

Submitted by:

Evonne Mackenzie

Date:

30 January 2014