 Stockton-on-Tees BOROUGH COUNCIL	JOB DESCRIPTION
Directorate: Community Services, Environment and Culture	Service Area: Culture, Libraries and Events
JOB TITLE: Stockton and Darlington Bicentenary Festival Director	
GRADE: SM4	
REPORTING TO: Asst Director Culture, Libraries and Events	
1.	<p>JOB SUMMARY:</p> <p>The post holder will be responsible for the planning and overseeing of all aspects of the Stockton & Darlington 200th Bicentenary festival programme.</p> <p>The Bicentenary Stockton & Darlington Railway Strategic Partnership Board will provide the strategic direction for the festival programme and the postholder will have specific responsibility to ensure a co-ordinated and coherent delivery across the following strands.</p> <ul style="list-style-type: none"> ○ The presence of Live steam and locomotive power to be featured along the line of the first journey from Shildon to Stockton. ○ A physical outdoor exhibition of early steam locomotives including locomotives from around the world onsite together for the first time in Shildon, Darlington and Stockton ○ The planning and delivery of an Engagement Programme to ensuring community and schools engagement is embedded throughout the whole programme. ○ The delivery of a series of knowledge sharing events & conferences which will attract national and international contributors. ○ The planning and delivery of a series of Community events that creatively illustrate the social impacts of how communities and localities were changed by S&DR ○ The planning, delivery and realisation of large scale outdoor arts performance/s in Stockton and Darlington, successfully connecting all strands of the programme in mass celebration through an artistic spectacle distinctly inspired by the bicentenary. <p>Duties will include working closely stakeholders and key partners Durham CC, Stockton BC, Darlington BC, Tees Valley Combined Authority and Friends of S&DR and the S&DR Partnership Board to devise and deliver a dynamic festival programme.</p>

2.	MAIN RESPONSIBILITIES AND REQUIREMENTS
1	Provide exceptional vision and leadership in the devising, planning and realisation of a coherent 6-month festival programme. The programme will be innovative and ambitious and fully reflect geographical scope of the Bicentenary.
2	Work directly with in the S&DR Partnership Strategic Board to develop a consolidated vision and mission for the festival programme.
3	Ensure that the historical aspects are included with accuracy and demonstrate across the 26-mile geographical area of the S&DR.
4	Work extensively with partners including Durham CC, Stockton BC, Darlington BC, Tees Valley Combined Authority and Friends of S&DR as well as wider stakeholders to understand existing plans.
5	Take a lead role in the shaping of a coherent festival programme that is aligned with the agreed vision of the S&DR Partnership Strategic Board.
6	Lead officer specifically responsible for the planning, delivery and realisation of a largescale outdoor arts commission to take place in Stockton and Darlington September 2025
7	Oversee the delivery of the full 6-month festival programme with direct responsibility for ensuring resources are sufficiently in place to deliver safely on budget and on time.
8	Lead on the inclusion of the surrounding activities of the 21 st century recreation of the inaugural journey.
9	Ensure sufficient timelines are outlined and maintained for safe and effectively delivery including connecting to independent safety advisory groups at key moments of delivery.
10	Lead, coordinate and oversee the commissioning and curation of a 6-month programme of activities.
11	Work with event production and health and safety specialists to ensure that robust event management plans are in place.
12	Lead and develop a robust children and young people's strategy, ensuring that examples of best practice are reflected and children and young people across the Tees Valley and Country Durham.
13	Ensure that throughout the planning and delivery, longevity of the engagement programme is considered including the creation of a potential new annual Festival of Engineering in Tees Valley.
14	Lead in actively building successful external partnerships with existing cultural venues and festivals to encourage incorporation of the S&DR story into programme plans for 2025
15	Lead in the advocacy of the S&DR programme with national bodies to build connections with national celebrations, including commemorative programmes and advocacy, ensuring the programme receives national and international reach and visibility.
16	Ensure that environmental responsibility is considered at all levels of planning and delivery.
17	Work closely with the Programme Manager of the Permanent Attraction, Darlington Rail Heritage Quarter across the development and delivery of the festival. Ensure all activity adds value, is relevant, cohesive and connected.

18	Lead and develop a community consultation strategy ensuring that the programme is relevance, meaningful, accessible and inclusive of the communities we hope to engage.
19	Ensure that inclusivity and relevance or consider through the engagement of artists, freelancers and communities.
20	Lead on establishing diverse and experienced delivery teams including freelance producers, artists, archivists, historians and engagement professionals.
21	Ensure appropriate resources are in place to realise the 6-month festival and event programme across Stockton, Darlington and Shildon
22	Responsibly for the management and monitoring of the assigned festival and events programme budget
23	Actively support and contribute to the S&DR fundraising strategy working alongside the Freelance Fundraising and Partnerships Manager to grow this budget in-line with the programme's aspiration, ambition and vision.
24	Ensure that all financial reporting requirements are adhered to.
25	Work directly with the Friends of the S&DR and Community Engagement officers associated with the Permanent Attraction, Darlington Rail Heritage Quarter to ensure that the histories and voices of local communities are embedded across the programme.
26	Lead responsibility to connect with Communications, Press and Marketing teams on all areas of public materials, press releases, web and social media presence.
27	Responsible for the preparation and presentation of bi-monthly reports to the S&DR Exec and S&DR Partnership Board.
28	Ensure that effective health and safety working systems and practices are adhered to.
29	Ensure suitable briefs are in place with measurable monitoring arrangements for all delivery team members.
30	Overall responsibility for the effective, safe and timely delivery is in place across the whole programme and that and demonstrates good value for money.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the LGA Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.


Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)	Tara Connor		Nov 22
Job Description agreed by: (Post holder)



PERSON SPECIFICATION

Job Title/Grade	S&DR Bicentenary Festival Director	Grade SM4
Directorate / Service Area	Community Services, Environment and Culture	
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Degree level or equivalent in arts and culture or events management/production.	Member of relevant professional body or equivalent level of knowledge gained through substantial demonstrable direct work experience.	Application form
Experience	<p>A proven track record of the successful management of creative teams and resources</p> <p>Successful track record of working with a variety of stakeholders including local government</p>	<p>Understanding of corporate governance requirements, including Freedom of Information, information security, and risk management.</p> <p>Understanding and experience of delivering creative festival programmes within a political and corporate context</p>	Application / Interview

	<p>Demonstrable track record of delivering high quality, complex event programmes of scale.</p> <p>Proven track record of devising, developing and commissioning new cultural content for event delivery</p> <p>Experience of procuring efficient and suitable engagement, creative and delivery teams including freelancers, producers and engagement professionals.</p> <p>Experience of developing and writing briefs for delivery with clear, measurable and tangible deliverables and outcomes.</p> <p>Experience of developing, and monitoring budgets including regular budget monitoring and reporting requirements.</p> <p>Proven track record of delivering programmes involving members of the public / local communities</p> <p>Strong understanding of best practice for delivering inclusive and accessible programmes</p> <p>Experience of preparing Event Management documentation for Safety Advisory Groups</p>	<p>Experience of managing event teams, with strong understanding of health & safety, crowd management and event management protocols</p> <p>Experience of delivering environmentally conscious programmes</p> <p>Good understanding of public funding programmes, including Arts Council England, National Lottery Heritage Fund and Historic England</p> <p>Experience of working with Safety Advisory Groups</p> <p>Proven track record of delivering festival content and programmes with a multiagency range of stakeholders</p>	
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	<p>Experience of planning, co-ordinating and supporting external inspections and assessments</p> <p>Experience of initiating, developing and implementing systems and processes</p> <p>Project planning and management</p> <p>Working with a wide range of people and agencies</p> <p>Experience in the use of IT systems and software packages</p> <p>Ability to prioritise and organise with proven time management skills and proven attention to detail</p> <p>Well-developed leadership skills and ability, leading by example showing and expecting consistently high professional standards both within the team and from procured service providers</p>		
Skills	<p>Strong understanding of Health and Safety considerations whilst delivering work in both in and outdoor contexts.</p> <p>Proven track record of successful Business Planning including writing and</p>	<p>A knowledge of event management/safety</p> <p>Ability to forward plan underpinning outcomes with potential progression routes and opportunities for project legacy</p>	

	<p>presenting reports to a variety of audiences and stakeholders.</p> <p>Sound and well developed influencing and negotiation skills with the ability to meet audiences/professionals where they are and bring people along with you.</p> <p>Sound ability to think widely and solve problems logically with a solution focused attitude.</p> <p>Strong Financial Management skills, including negotiating contracts and ensuring value for money, budgetary control, financial reporting to a number of external agencies.</p> <p>Excellent relationship management and communications</p> <p>Exceptional communication and relationship management skills including partnership working</p> <p>Meticulous with an acute attention to detail.</p> <p>Excellent planning skills including effective and successful time management</p>	<p>Knowledge of emerging digital technology both as a tool for creativity and audience participation/interaction</p> <p>Significant experience of developing and delivering creative programmes and arts development activities and projects</p> <p>Direct experience of working relationships with funding partners including Arts Council England</p>	
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<p>Specific behaviours relevant to the post</p>	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Have the ability to think creatively</p> <p>Demonstrates flexibility and resilience</p> <p>Highly innovative in approaches and ideas development</p> <p>High Personal standards and self-discipline</p> <p>Strong ability to develop, shape creative visions from historical source material that will inspire and enthuse stakeholder and audiences alike.</p> <p>Excellent communicator with the ability to engage and influence the wider community and stakeholders.</p> <p>Demonstrable and sound negotiating skills</p> <p>Highly passionate and engaging with an ability to successfully broker relationships, enhancing understanding and buy-in amongst a diverse range of stakeholders</p> <p>Highly respectful of and open to the ideas and capabilities of others within different contexts taking into consideration many different positions and agendas.</p>	<p>Be innovative in ideas development</p> <p>On-going commitment to Continuous Professional Development and sector networking</p>	<p>Application / Interview</p>
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	<p>Able to build confidence and empower artists, freelancers and creative team members</p> <p>Reliable</p> <p>Highly Resourceful</p> <p>Strong ability to contribute towards effective team working for the service to achieve key outcomes</p>		
Other requirements	<p>Current valid driving license, access to a vehicle with appropriate insurance</p>		

Appendix 1

Wider programme context and background information

Context


The Stockton & Darlington Railway is at once a collection of physical spaces and objects and a representation of the ingenuity that is part of the fabric of Tees Valley and County Durham.

Seen up close, The Stockton & Darlington Railway (S&DR) is the 26 miles of original track-bed, the stone sleepers, the metal rails that ran along it, the bridges, tunnels and the supporting buildings like the Inns and engine sheds.

From a distance, The S&DR is a demonstration of how revolutionary change occurs when a new form of communication combines with a new source of energy and a new mode of transport. The S&DR is an amazing story about innovators and pioneers.

2025 will mark the bicentenary anniversary of the railway that changed the world and provides an opportunity to celebrate a 200-year journey. Across Stockton, Darlington, Durham and the wider region, stories of innovation, invention, community, connectivity and transformation will be told. Over 6 months communities and national & international visitors will be invited to explore the heritage of the S&DR, its meaning for lives lived today and its influence on tomorrow's world.

Stakeholders from across the region and beyond have been working in partnership to lay the groundwork for an incredible 6-month programme of festival activity and the legacy that follows. A six-month programme will have local and regional community engagement embedded throughout alongside a national and international significance and reach.

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Community Services, Environment and Culture	SERVICE AREA: Culture, Libraries and Events
JOB TITLE: S&DR Bicentenary Festival Director	
GRADE: SM4	
REPORTING TO: Tara Connor	

The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.

Known Risk	Yes/No
Is required to work at heights or on ladders	n
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	n
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties	n
Is required to drive an HGV/LGV/PCV/Minibus	n
Is required to undertake agriculture, horticulture or gardening work	n
At risk from noise that might affect an employee's health (will be required to wear ear protection)	n
Will be exposed to vibration likely to be above the exposure action level.	n
Is exposed to hazardous substances as detailed in Appendix 1	n
Is likely to be exposed to asbestos	n
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	n
May be exposed to lead or lead based products	n
Will handle food	n
Will require a health assessment for regular night working	n
Will be required to undertake the Display screen equipment training	n
Other known risks – please detail	
No known risks associated with this role	n

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager:



Date: 3.1.23