Creative Programme Manager

Reports to: Principal Advisor

Direct reports: Staff as allocated

Evaluation: **698 Points**

Grade: **N11**

Reference: **A5539**

Purpose

To take a lead role in driving and delivering the Council's artistic vision for its Cultural Events programme and strategy which support the cultural and economic ambitions of the city.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. To lead on all aspects of the operational management and delivery of the council's ambitious Culture and Events Programme.

2. To support the future development and growth of a diverse programme of events and include community engagement in design, development and implementation of events to fulfil the aspirations and reputation of the council.

3. To lead on commissioning of Arts and Cultural professionals and organisations to ensure the delivery of the Cultural Events Programme and Strategy in line with the council's procurement policies and procedures.

4. To lead on planning, monitoring and the evaluation of cultural event projects to support future delivery, identify risk and make recommendations to ensure compliance to legal and statutory requirements.

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5. To lead on developing and implementing inclusive external messaging, communications and audience engagement for all events.

6. To manage staff as required ensuring effective service delivery through day to day allocation of work and providing coaching and mentoring as appropriate.

7. To manage allocated budgets and grant funding of events, including taking a lead on Grant Funding Applications in accordance with statutory and the Authority's financial regulations.

8. To provide expert advice internally and externally to support the development, growth and delivery of the Cultural Event Programme.

9. To develop and maintain effective working relationships and partnerships with stakeholders, audience, artists and partners.

10. To assist in maintaining healthy, safe, and secure environment and to act in accordance with the Council's policies and procedures.

11. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.

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