

Art Explora UK

Somerset House
London WC2R 1LA
infouk@artexplora.org
www.artexplora.org

Company: Art Explora

Job title: Community Programme Manager

Terms of Employment

Contract type: Full time

Working hours: Standard office hours are 9am – 5pm, Monday – Friday, with an hour for lunch. Work outside these hours is required on occasions.

Start date:

Salary range: £35,000-£38,000

Holiday: 25 days annual leave and bank holidays, with additional non-contractual office closure dates at Christmas.

Pension: Generous workplace pension scheme

Location: This post is London-based. We have a hybrid working model for senior members of staff with a minimum 3 days per week at our office is at Somerset House. All staff have access to Somerset House Residents benefits.

Reporting to: Jemima Montagu, Art Explora UK Director

Travel: Regular travel to projects and events required, primarily within London

Safeguarding: In line with Art Explora's Safeguarding Policy, all staff are required to have a Disclosure and Barring Service (DBS) check, which Art Explora will carry out upon appointment.

Non-UK nationals will require current and valid permission to work in the UK. No agencies please.

Summary of position

Art Explora is looking for an experienced Community Programme Manager with a passion for arts engagement and cultural outreach to manage and build our innovative Community Programme for Art Explora in the UK.

The Community Programme Manager will lead on and develop Art Explora's key community programme streams – Arts at Home, Theatre at Home, Music at Home, Mini Art Explorers and Art Explorers at..., and manage Art Explora UK's growing volunteer community. The Community Programme Manager will explore ways to expand the content for this programme through new partnerships with museums, galleries and other cultural institutions, as well as expand the programme into more care homes and other care settings, such as hospitals, across the UK.

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The Community Programme Manager will manage Art Explora's growing pool of 140+ volunteers. They will ensure that Art Explora has a comprehensive and supportive volunteer offer. They will review our current volunteer recruitment processes and policies, safeguarding and training procedures, and ensure we meet the highest standards for working with volunteers.

The volunteer community is key to Art Explora's strategy for scaling up arts engagement in the UK. Through the generous support of volunteers, we can bring our arts programmes to more people and spread the benefits of engaging with arts and culture more widely. We are committed to delivering a volunteer programme that is inclusive, supportive and rewarding.

Current Community Programmes:

- **Arts at Home:** volunteers bring conversations about art to 7 older adult care homes across London on a fortnightly basis.
- **Theatre at Home:** in collaboration with volunteer collective OW! Theatre Lab, brings theatre to older adult care homes across London.
- **Music at Home:** in collaboration with music charities, brings a variety of music to older adult care homes across London.
- **Mini Art Explorers:** volunteers deliver creative activities for early years children in local authority libraries and family hubs monthly.
- **Art Explorers at...:** volunteers take care home residents to galleries, theatre and museums across London. Partners include Sadler's Wells, The Hayward Gallery and the Whitechapel Gallery.

About the role

The Community Programme Manager will bring their own experience and knowledge of outstanding community programming to build on and expand the current programme. The Community Programme Manager will manage partnerships with key stakeholders and develop new relationships with a variety of partners, from cultural institutions to new care settings.

The Community Programme Manager is a pivotal position within the small, dedicated and growing Art Explora team in the UK. The Community Programme Manager will be supported by a Community Programme Assistant and the volunteer community. We are looking for a candidate with management experience.

To achieve this, the chosen candidate will not only have a passion for arts outreach and engagement, but will also have a proven track record in project management, managing volunteers, excellent organisation and communications skills, and be experienced in building relationships at all levels – with community organisations such as care homes, volunteers, local authorities, content and delivery partners, senior stakeholders, collaborators and supporters.

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Key Responsibilities

Volunteer Management

- Manage Art Explora UK's volunteer community including training and social events.
- Manage all volunteer administration including volunteer handbook, project coordination and DBS checks.
- Manage the volunteer journey, from expression of interest to attending programme sessions.
- Ensure the volunteer programme meets the highest standards of good practice.
- Manage the volunteer database and management software

Community Programme

- Lead and develop current Community Programme streams
- Develop strategy for expanding and developing the Community Programme across the UK
- Conduct research, evaluation and consultation, as needed
- Partnership and key stakeholder relationship management
- Manage the Community Programme budget and ensure the programme is delivered on time, within budget and meets targets

Art Explora General

- Train and line manage the Community Programme Assistant, work placements and interns
- Regular coordination and consultation with UK team
- Reporting at weekly team meetings and to Trustees, as required
- Financial and written reports for Trustees
- Budget planning
- Managing evaluation procedures and reports

Person Specification

Essential skills and experience

- At least 5 years' experience delivering arts and cultural outreach programmes, for example within an education and engagement team for an arts organisation, or working directly with community organisations or within the care sector
- Proven experience of volunteer management including recruitment, training, logistics and personnel management
- A good knowledge of arts engagement practice in the UK and leading organisations in this field
- A proven track record of budget management and event coordination
- Some experience of fundraising from public sector, trusts and foundations
- A confident communicator (oral and writing), with an enthusiasm for building creative partnerships and capable of working with a wide range of senior stakeholders and partners
- A good knowledge of cultural policies and current cultural engagement landscape
- Experience of implementing EDI policies and good practice, with passion for

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The ideal candidate will demonstrate that they are:

- A team spirited, highly organised, proactive, and reliable individual, capable of managing stressful situations, complex logistics, and multiple partnerships
- Able to respond to challenges with diplomatic, flexible, persuasive and positive solutions
- Interested in arts and culture, with a passion for engaging new audiences
- Able to bring existing contacts and relationships within the community arts and engagement sector

To Apply

Please complete the relevant online application form:

Option 1: if you have a google account

<https://forms.gle/oUGpqQ5d52BzZzgN7>

Option 2: if you don't have a google account

<https://forms.gle/kijjdoymUuF63ndSA>, complete the form and email infouk@artexplora.org with your CV and Cover Letter (500 words max.)

Deadline: 9am Monday 30 September, 2024.

In-person interviews will take place w/c 7 October 2024 in London.

We are an Equal Opportunities Employer and welcome applications from people with diverse backgrounds. We strive to promote an inclusive environment, which celebrates and promotes diversity.

For any queries regarding eligibility or the job specification please contact infouk@artexplora.org and we will get back to you as soon as possible.

About Art Explora

Sharing arts and culture with everyone

Art Explora aims to share arts and culture with everyone – locally, nationally and internationally – inspiring new encounters between arts and audiences. We work in partnership with artists, cultural organisations and communities, exploring all art forms, and creating unforgettable cultural experiences. Our imaginative, contemporary approach encourages new forms of access, participation and engagement with arts and culture, pushing boundaries with digital technology and mobile programming.

Art Explora UK was founded in 2021 and is registered charity no. 1202489. Art Explora has offices in France and the UK.

Let's unlock the power of arts, together!

www.artexplora.org