

A photograph of three young women performing on a stage. The woman on the left is seen in profile, holding a microphone. The woman in the center is smiling and looking towards the camera, also holding a microphone. The woman on the right is looking off to the side, holding a microphone, with her right arm raised in a fist. They are all wearing red sequined tops. The background is a solid purple color. The image is overlaid with large white text on dark blue and orange backgrounds.

Job Pack

Arts

Programme

Manager

Chief Executive's Introduction

Dear applicant,

I am delighted that you are interested in applying for the role of Arts Programme Manager at Students' Union UCL and I am pleased to be able to provide you with further details about the role.

Students' Union UCL is an inspiring organisation that is committed to providing a fantastic experience to the 48,000+ students at UCL. We aim to give students a transformative experience whilst studying at the University, supporting them to navigate the challenges of university life and empowering them to be exceptional leaders in their future lives and careers.

We're at an important part of our history, after a period of significant growth and renewal. We have an exciting vision to become one of the best student organisations in the world. In recent years, we have:

- Significantly increased support for our over 350 student clubs and societies, now providing the largest student activities and development programme in the UK with 20,000 active student members.
- Rejuvenated our democratic structures, including holding the largest student elections in the UK in each of the last three years.
- Been awarded Silver for Investors in People, with the Union described as a dynamic and fun place to work.
- Established one of the strongest student volunteering programmes in the UK with over 2,000 students volunteering in the local community each year.
- Expanded the work of our independent student Advice Service – supporting more vulnerable students than ever before.
- Improved the operation of our cafés, bars and gym to provide a higher quality of service and greater profitability to fund student services.
- Securing a multi-million-pound investment to enhance co- and extra-curricular activities as part of UCL's new Student Life Strategy.

You can read about our work over the past year here: [**Impact Report 2023**](#).

We hope you will be interested in joining us and supporting the next phase of our exciting growth and development.

Best wishes,

John Dubber
Chief Executive



About the Students' Union

Students' Union UCL is an organisation that exists to make more happen. We are the representative body for University College London's (UCL) students, one of the most diverse student communities in the world. UCL students have the potential to do anything, and the Union plays an essential role in helping them to achieve things they may have never thought possible. As a charity we employ over 90 career staff and deliver a wide range of services and representative functions for students. We work in partnership with UCL towards a fantastic experience for all of our 48,000 students and to ensure that university life enables them to develop the skills, experience and confidence to become the leaders of the future.

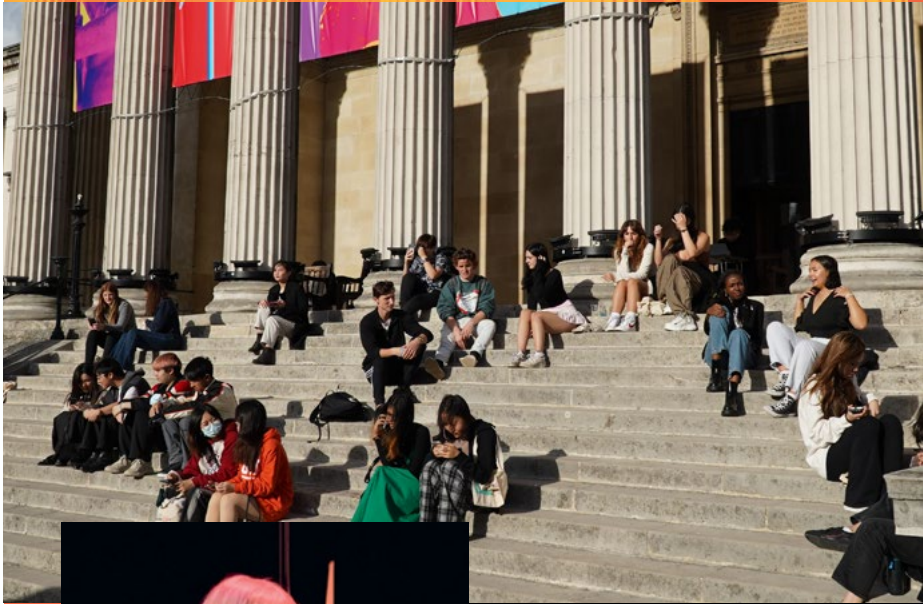
Our vision is of an outstanding experience for all UCL students and to be one of the best students' unions in the UK and the world.

Our Services

Students' Union UCL is one of the largest student organisations in the UK. It is a charity with over 48,000 student members. It employs around 300 staff and has an annual turnover of more than £10.5m.

It provides a wide range of services including:

- Providing an extensive extracurricular activities programme, with over 350 clubs and societies – with 20,000 members – including all sport, music and performing arts provision at UCL.
- Major events to build student communities and celebrate the culture of student groups across the university.
- One of the largest student volunteering services in the UK, with 2,000 students contributing over 60,000 volunteering hours each year to projects across London.
- Six cafés, four bars, one merchandise shop, a gym, and two convenience stores.
- Support to over 2,000 elected student representatives across all university departments.
- An Advice Service supporting students to deal with housing, financial, academic, and employment issues.
- Fitness centre and 100-acre sportsground.
- Student media and radio station.
- Support to student representation, networks and campaigning groups.
- Student Job Shop.



Job Description

Job Title: **Arts Programme Manager**

Reports to: **Head of Arts**

Grade: **7**

Purpose of the Job

This is an exciting time to join the Arts Team at Students' Union UCL. We are expanding our team in the light of UCL's new Student Life Strategy, which harnesses our vision to develop a world-leading and accessible university arts programme, giving all students the chance to engage in extraordinary, transformative creative experiences whilst studying here. The Arts Programme Manager will work closely with the Head of Arts to manage the delivery of the major strands of artsUCL's programme. They will oversee all student-led performances in the Bloomsbury Theatre and Studio, lead on the delivery of our new mass participation programme, manage our partnerships with arts organisations and external artists, and lead the project management of our major events and festivals. Working collaboratively with other departments and a wide range of stakeholders, they will be central to driving forward an exciting programme of new activity that fosters personal growth, connection and community through extraordinary creative experiences.

Duties and Responsibilities

artsUCL Development

- Lead on the conception, delivery and management of structured development initiatives for UCL arts societies
- Lead on specialist and bespoke training initiatives for student leaders within artsUCL
- Lead a culture of proactive listening, consultation and collaboration, ensuring the student voice is central to the development of new initiatives
- Manage access and allocation of specialist arts spaces, working closely with the Societies and Facilities Teams to ensure all spaces are serving the student body and fit for purpose
- Oversee arts activity at major SU-led events such as the Welcome Fair, Winter Arts Festival and Arts Awards, working closely with the Events Manager to deliver world class student experiences
- Manage the relevant artsUCL budgets and forecasts, handling all programme-related income and expenditure
- Take responsibility for all aspects of Health and Safety compliance within artsUCL's programmes, events and activity

Continued overleaf

Student Performances

- Work collaboratively with Bloomsbury Theatre team to ensure production scheduling, bidding processes, contracting and resourcing are delivered successfully, regularly reviewing joint processes and policies
- Lead on the development and delivery of bespoke training initiatives to support students to maintain professional standards, collaborative processes and production values in public facing productions and events
- Manage the support and mentorship of UCL Stage Crew Society, ensuring the training and resourcing of student-led technical roles is safe and reliable
- Manage the provision of specialist creative support for student productions, such as intimacy coordination and fight direction, to ensure best practice and safety when working with challenging material
- Lead on the development of accessible performance pathways designed to make performance opportunities more equitable and visible for all UCL students
- Oversee the hire of external rehearsal and performance venues, where necessary

Programmes and Partnerships

- Manage the development and delivery of our programme of accessible workshops and creative experiences, enabling all students at UCL to access high quality creative education
- Manage the development and delivery of artsUCL partnerships, leading all aspects of project management including practitioner engagement, communication strategies, student recruitment, space procurement and performance scheduling
- Work proactively to lead access and inclusivity initiatives across our workshops, programmes, partnerships and events to ensure artsUCL is welcoming for everyone
- Work collaboratively across departments to develop effective evaluation models that demonstrate the impact of artsUCL activities, aligned to UCL Student Life Strategy objectives
- Oversee the major strands of artsUCL's communications, working across departments to manage artsUCL social media platforms, website landing pages, student newsletters, surveys, and direct messaging

Team Leadership

- Line manage the Arts & Media Coordinator and other roles as deemed necessary to undertake the role
- Recruit, induct, train and manage freelance practitioners for artsUCL productions and programmes, and oversee the freelance engagement processes of individual societies
- Ensure freelance practitioners and casual staff are paid in a timely manner and that staff rotas and timesheets are handled with high attention to detail
- Recruit, train and manage student casual staff and volunteers as required

Continued overleaf

Other

- Attend staff meetings and training as required
- Work within the Union's financial procedures and departmental budgets
- Liaise with Union departments to resolve queries and build productive working relationships
- Maintain an awareness and observation of Fire and Health & Safety Regulations
- Actively follow and promote UCL's equal opportunity policy
- Any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading as requested by the Head of Arts

Note: This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder.

Person Specification

	Essential	Desirable	Tested at Interview	Tested at Application
Qualifications				
Higher education to degree level or equivalent		X		X
Experience				
Experience of developing and delivering successful arts programmes or participatory activities	X		X	X
Experience of managing and delivering arts and/or cultural partnerships		X	X	X
Demonstrable experience of directing, producing or project managing theatre productions, music concerts, arts events and festivals	X		X	X
Experience of managing staff or freelance artists/practitioners in the delivery of participatory arts projects	X		X	X
Experience of delivering through teams and leading working groups		X		X
Experience of managing multiple stakeholders in the successful delivery of projects	X			X
Experience with managing budgets, ensuring that projects across the year are delivered within agreed expenditure	X		X	X
Knowledge				
Knowledge of UK creative and performing arts sector	X		X	X
Knowledge of London's creative industries and cultural institutions	X		X	X
Knowledge of the UK Higher Education Sector		X		
Knowledge of best practices in the creative and performing arts, related to equity, inclusion, representation and safe spaces	X		X	
In depth knowledge of the creative process of mounting theatre, opera, dance and music productions across disciplines	X	X	X	
Knowledge of the dynamics around freelance creative practitioners and artists, and best practices to extend their value		X	X	

Continued overleaf

Person Specification CONT.

	Essential	Desirable	Tested at Interview	Tested at Application
Skills				
Ability to operate in a complex multi-stakeholder environment and maintain excellent working relationships with colleagues and stakeholders	X		X	X
Strong collaborative skills, with the ability to lead the coordination of multiple departments		X	X	X
Ability to problem solve innovatively, developing new ways of working within a progressive culture	X			
Excellent listening and engagement skills, with the ability to foster trust and belonging through day to day interactions	X			
Excellent oral and written skills, including presenting to a variety of audiences	X		X	X
Sound judgment and the ability to handle competing priorities and a challenging workload in a pressurised environment	X		X	X
Ability to work autonomously	X		X	X
Values, attitudes and personal style				
Evidence of commitment to Continuing Personal and Professional Development	X		X	X
A leader on equality of opportunity who values Diversity and removes barriers to equality	X		X	X
Commitment to working in a democratic and student led environment	X		X	X
Commitment to high standards of customer care	X		X	X
Flexibility and an adaptable approach to work	X		X	X

Our Vision

An outstanding experience for all UCL students and to be one of the best students' unions in the UK and the world.

Our Mission

We build a vibrant and empowered student community with real influence in UCL and beyond, that enables students to enjoy their time at university; pursue their interests and passions; see the world in new ways; and develop the skills and experience to change the world for the better.

Our Team

Our biggest resource as a Union is our dedicated staff team, who deliver a range of services, such as providing advice, securing volunteering opportunities, supporting our clubs and societies and running our cafes, bars, shops and gym. We also have a number of staff delivering professional functions such as HR, finance, communications, and systems support.

Our Strategic Themes

Our Vision and Mission will be achieved through delivering four strategic themes:

Effective Influence

Amazing Experience

Vibrant & Inclusive Community

Excellent Union

Read our current strategic plan at studentsunionucl.org/about-us.

Our Values

Community Building

- We aim to build a strong sense of community for all our students
- We want students to feel they belong and feel pride in being UCL students
- We support and encourage our diverse student communities to grow and succeed

Empowering

- We support and empower our students to develop their skills and confidence to change to the world for the better
- We help students to pursue their passions, discover new interests, and do more than they thought possible
- We provide support when students need it, helping them to access information, advice and support that enables them to overcome barriers and achieve their potential.

Inclusive

- We are a diverse and vibrant community with many different opinions, viewpoints, needs and experiences
- We value every member of our community and always try to ensure that our services enable everyone to participate in our activities and play a full role in student life
- We believe that everyone has a right to express their views and to be listened to and respected as a member of our community

Fun

- We want to make university life fun, distinctive and memorable
- We want all our students to enjoy their time at UCL and are committed to doing all we can to achieve that
- We embrace a positive, fun and inspiring working culture for our staff and officers

Democratic

- We believe in representative democracy and work to empower and support our elected officers to help them to be effective leaders of the Students' Union and ambassadors for our members
- We cherish our democratic structures and want as many students participating in them as possible
- We recognise that not everyone will always agree, so we encourage our officers to listen to a broad range of student viewpoints and seek to ensure that they consider the breadth of student opinion before taking important decisions.

Bold

- We are innovative and ambitious
- We want to be one of the best student organisations anywhere in the world
- Bold thinking is part of our DNA. We are part of a diverse, exciting city and a radical university which has welcomed imaginative thinkers and entrepreneurs

Sustainable

- We want to be the most sustainable students' union in the UK
- We want to minimise our environmental footprint in every way possible
- We want to hand the Union on to the next generation of student leaders and staff in better shape than we found it, protecting its assets and services for the future

Our Officers

Each year we ask UCL students to choose full-time Sabbatical Officers, who are elected by cross campus ballot, and serve as leaders of Students' Union UCL during their term of office. They are elected with a democratic mandate and have the goal of making positive change at the Union, UCL and beyond. In this role they serve as members of our Board of Trustees and work in partnerships with our Senior Management Team to represent students to the university and provide leadership to the Union's work.

We believe that becoming a full-time officer is one of the most impactful ways of making change happen. Officers work full-time on a special area that's important to them and represent students as members of our Board of Trustees and as members of senior university committees. They have support of full-time staff at the Union to ensure that they provide democratic leadership to our organisation. We also hold elections for a wide range of part-time voluntary roles.



Salary and Benefits

The salary range is £42,099 - £50,585 including London Allowance per annum.

The annual leave entitlement is 27 days plus 8 Bank Holidays plus 6 closure days.

Amongst the many benefits, there is enhanced pay for maternity, adoption and paternity. We also facilitate flexible working to ensure greater work life balance. These roles qualify for a generous defined benefits pension scheme with an employer contribution. [Read more on UCL's website.](#)

Further details about the benefits are available via the link: ucl.ac.uk/human-resources/working-ucl.

If you have any queries or would like to have a discussion about the role please contact:
Brodie Ross, Head of Arts, at brodie.ross@ucl.ac.uk.





25 Gordon Street
London, WC1H 0AY
studentsunionucl.org