

WOLVERHAMPTON CITY COUNCIL

<u>Post Designation:</u>	Creative Producer: Children and Young People
<u>Service Group:</u>	Organisation
<u>Division:</u>	Communications and Visitor Experience
<u>Section:</u>	Visitor Economy
<u>Grade:</u>	5
<u>Responsible to:</u>	Learning and Engagement Officer
<u>Location:</u>	Wolverhampton Art Gallery or any suitable location within the City of Wolverhampton. Hybrid working is available.

Job Purpose and Role:

The mission of Wolverhampton Arts and Culture is to inspire creativity, empower our communities, enrich people's cultural lives, provoke new thinking and create new connections, with venues that provide safe spaces where people can feel valued and actively involved in the cultural life of the city.

Wolverhampton Art Gallery, built in 1884, holds over 300 years of art and over 18,000 items in its collections. It has the largest collection of British and American Pop art outside of London, along with significant artworks relating the Troubles of Northern Ireland and the British Black Arts Movement. It hosts a wide variety of touring and in-house exhibitions and runs a lively programme of events for families, schools, and the local community. Wolverhampton has one of the most diverse and multicultural populations in the UK, and the Art Gallery is committed to working with and representing the people who make the city what it is today.

The post holder will lead a new programme of work that will develop engagement with children and young people with the cultural sites and collections within the Visitor Economy service. This work is part of our funding agreement with Arts Council England 2023-26 and the post is a fixed term contract until the end of March 2026.

A key task will be to create a coherent strategy for work experience across the service, alongside a student ambassador programme to develop the creative talent pipeline in the city, in collaboration with the University of Wolverhampton School of Art. The post holder will work in partnership with the Student Ambassador coordinator to organise paid student placements across formal learning programmes, digital, and family events. The post holder will also develop and deliver a new young artists incubator programme that supports 10 young artists aged 16 to 30 to develop their creative practice with access to creative space, equipment, expertise and mentoring.

The post-holder will liaise with other sections, divisions, departments and agencies, both within and outside the Authority, which will further our audience development work. They will manage conflicting demands, working within agreed working within agreed budgets and timescales as a member of the Cultural Learning team.

The post-holder will co-ordinate the programme, across the service, which will deliver this work and participate in relevant cross-cutting Council working groups.

This post is subject to a satisfactory Disclosure and Barring Service (DBS) check.

Principal Duties and Responsibilities:

1. To act in accordance with the Council's Constitution and other Codes of Conduct.
2. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
3. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
4. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
5. To participate in the wider development of the service and contribute to service improvement as required.
6. City of Wolverhampton Council is committed to Corporate Parenting.

"Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after."
7. To manage a student ambassador programme in collaboration with the University of Wolverhampton School of Art that will create a pipeline of opportunity into the creative industries for student artists and creatives in the city. To include recruitment, training and mentoring, and coordinating student ambassador-led programmes across family events, school workshops and digital media.
8. To develop a work experience strategy and framework across the arts and culture service, including working with the central work experience team at the council and considering the accessibility of the offer.
9. To coordinate a young artists' incubator programme in partnership with the University of Wolverhampton School of Art and inspired by the Wolverhampton

Arts and Culture collections, organising the administration of recruitment, spaces, bursaries and creative outputs.

10. To monitor and measure performance of the relevant stats to inform decision making, evaluating and reporting these to internal and external stakeholders to meet outcomes. To prepare, as required, reports for presentations to Senior Management Teams and other groups and organisations, both within and outside the Council.
11. To work closely with the coordinators and facilitators of the Wolverhampton Art Gallery youth programme for 14 to 25 year olds, ArtForum, and the University of Wolverhampton School of Art Saturday Art Club for 13 to 16 year olds. to develop a programme of peer mentoring.
12. To develop and maintain relationships with key school and college contacts across the city of Wolverhampton and the wider Black Country.
13. To manage the delegated budget and any project budgets, reporting to funders and stakeholders.
14. To raise aspirations towards and increase knowledge of careers in the creative industries, from primary leavers to university students and young artists.
15. To liaise with the line manager in a regular review of this job description so that it adequately reflects the changing needs of the service.
16. To initiate and develop good links with local, regional and Arts and Cultural agencies in order to develop services.

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PERSONNEL SPECIFICATION

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FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	5 GCSEs A-C grade, including Maths and English	Degree or equivalent in a related subject (arts and humanities, social sciences, education).	Application form Certificates
Training	Excellent communications skills – written and verbal Equal opportunities Health & Safety ICT skills	Continuous self-development and learning in the workplace.	Application form Interview
Experience	Experience of organising arts and cultural events and activities. Experience of developing and delivering work experience programmes. Experience of mentoring young people up to age 30. Experience of reporting and analysing stats. Proven successful experience of budget management for projects. Proven, excellent, communication skills, both written and verbal.	Service promotion. Contract management. Experience of working with museum items. Delivering training. Supervising freelance facilitators and agency staff.	Application form Interview
Special knowledge/skills	Youth engagement skills. Cocreating with young people. Administrative and project management skills. Knowledge of safeguarding. Knowledge of the national curriculum.	Knowledge of Arts Award.	Application form Interview
Personal qualities	Good communicator.	Ability to manage a diverse workload	Interview

	Flexible approach to working. Ability to problem solve.		
Commitment	To arts and culture audience development. To serve all sections of the community.		Interview