

Job Description

Post title: Graduate Culture Programme Co-ordinator	Post No:
Organisation Unit: PVC Culture	Date compiled: Dec 2019
Salary: £23,500 p.a.	Hours per week: 37 Weeks per year: 52

If fixed term, state duration: 13 months, August 2020 – September 2021

Immediate line manager: Culture Officer

Designation and grade of any staff supervised by the postholder: Not applicable

Job purpose:

Reporting to the Cultural Officer, and working alongside our Marketing Assistant (Culture), you will be responsible for supporting the planning, coordination and delivery of projects within the University's Culture Programme – 'Curated & Created', working both independently and as part of a team. You will be required to interact with a wide range of people in order to build relationships with students, staff, artists and external partners.

You will be expected to contribute to the following specific projects: development of a student ambassador scheme; initiatives to increase student awareness of and involvement with the Culture programme; and a new university-wide reading and creative writing project.

Principal duties and responsibilities:

Contributing to various programme strands, including the Groundbreaking Concert series, other University Hall events and the Young Creative Awards.

- Support the development of the programme to achieve agreed outcomes
- Support the Cultural Officer in the designing and administration of activities as required
- Support the project team on specific events, which may include liaising with a public audience, managing the box office etc.
- Assist with the scheduling of cultural activities; liaising with colleagues, artists and external partners as necessary
- Undertake duties as required of the role within agreed timescales and outcomes
- Monitor the programme to ensure agreed objectives are being realised, identifying corrective action as necessary
- Adhere to agreed project management planning and processes
- Analyse potential risks and opportunities to ensure effective delivery of activities
- Offer ideas, solutions and innovations that improve the effectiveness of the Culture team and the Curated and Created programme
- Coordinate any meetings as required
- Coordinate evaluation activities and reports that demonstrate impact and learning

Communicating with key stakeholders to keep them informed of programme matters:

- Act as a key point of contact for colleagues, students and external partners
- Proactively build and maintain relationships with key stakeholders: promoting the Curated and Created programme and providing information on individual projects as required
- Proactively identify and use digital tools to communicate and collaborate with colleagues, students and external partners

- Work in partnership with other University areas to ensure successful delivery of cultural events, e.g. Events, Marketing, NTSU
- Ensure that any problems are identified at the earliest opportunity and that solutions are identified and implemented. If necessary, escalate issues to the Cultural Officer to obtain the support needed to resolve the identified issues

Collaborating and communicating with team members:

- Participate in appropriate internal team communication and meetings
- Communicate ideas for improving University processes with a positive and constructive attitude, and developing this attitude with others

Developing, applying and adhering to project planning related processes:

- Develop and maintain a detailed knowledge of current working practice and developments within the arts management sector
- Keep up to date on relevant emerging technologies
- Keep up to date with new approaches and methodologies within the arts management sector

Representing the department to the wider university and NTU externally on matters relating to the role:

- Establish confidence and respect for the Culture function, the programme and yourself
- Act as a positive ambassador and advocate of the Graduate Development Programme
- Undertakes additional required work, tasks, project and development opportunities alongside your Graduate role, in conjunction with other Graduates participating in the Development Programme
- Be digitally curious, willing to identify and utilise different technologies when necessary
- Encourage colleagues in the University to adopt digital tools and to innovate with new ways to use technology and support them in increasing their digital confidence and skills

Other:

To carry out other duties as and when required

This position is only open to Graduates of Nottingham Trent University with a degree of 2:1 or above, who have graduated within the last 2 years.

All staff are expected to comply with the University’s Health and Safety and Equal Opportunities policies in the performance of their duties.

N.B. The postholder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.

Job description drawn up by	Amanda Stanford Human Resources	Dec 2019
Approved for department by		