POST: TEMPORARY PART-TIME ARTS DEVELOPMENT OFFICER – VISUAL ARTS (REF: 19/03)

DURATION: Fixed Term to June 2020, with possible extension to September 2020 (maternity cover)

HOURS: 18.5 per week

SALARY SCALE: CURATORIAL E Scale: £30,149 to £31,760 per annum pro rata (Aug 2017 rate)

LOCATION: Arts Council of Northern Ireland, currently based at the Sidings, Antrim Road, Lisburn, soon to be Linen Hill House Linenhall Road, Lisburn. Please note that due to property management reform the Arts Council may be required to relocate to other premises in the future.

1. Introduction

This post is for a temporary part-time Arts Development Officer in Visual Arts in the Arts Development Department.

2. Terms and Conditions

Salary Scale: £30,149 - £31,760 per annum (NICS Pay Scale August 2017)

Starting salary will normally be the minimum point on the pay scale. Annual increases in salary are in accordance with NICS pay policy. They are normally payable from 1st August each year, subject to at least 3 months satisfactory performance in the specific reporting year (April to March).

Pension Scheme The Council offers a contributory pension scheme operated through the Northern Ireland Local Government Officers Superannuation Committee.

Probationary Period The appointment will commence with a probation period of six months which may be terminated at a month’s notice by either side during the period.

Annual Leave Twenty five working days per annum. The leave year runs from 1st April to 31st March.

<table>
<thead>
<tr>
<th>Office Hours</th>
<th>Flexi-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Thursday 9.00am to 5.30pm</td>
<td>8.00am to 6.30pm</td>
</tr>
<tr>
<td>Friday 9.00am to 5.00pm</td>
<td>8.00am to 6.00pm</td>
</tr>
<tr>
<td>(including one hour for lunch every day)</td>
<td></td>
</tr>
</tbody>
</table>
A flexi-time scheme is in operation within the Arts Council. The successful applicant must be willing to work within the flexi-time hours. The person appointed may be required to work outside these hours.

**Office Location** The post is based at the Arts Council’s offices, currently based at the Sidings, Antrim Road, Lisburn, soon to be Linen Hill House, Linenhall Road, Lisburn. *Please note that due to property management reform the Arts Council may be required to relocate to other premises in the future.*

3. **Closing Date**

The closing date for receipt of completed applications is:

4.00pm on Friday 30th August 2019

The completed **Application Form** and **Recruitment Monitoring Form** should be returned in an envelope marked **CONFIDENTIAL** and **must** be addressed to:

**The Human Resources Officer**
Arts Council of Northern Ireland
1 The Sidings
Antrim Road
LISBURN
BT28 3AJ

Failure to complete and return the Application Form in accordance with the Guidance Notes contained on the reverse of the first page of the Application Form will result in your application being disqualified. Canvassing will disqualify.

Copies of this job application pack are available in large text or on disk, on written request only, from the Corporate Services Department, Arts Council of Northern Ireland, 1 The Sidings, Antrim Road, LISBURN BT28 3AJ or by email from hr@artscouncil-ni.org

4. **Shortlisting**

Initial shortlisting will be carried out using the Essential requirements in the Person Specification. Should further shortlisting be necessary, the Desirable requirements will be applied in the order shown.

5. **Interviews**

Interviews for this post are scheduled to be held in September 2019 but this is subject to possible change.

The Arts Council will treat all information and documents supplied in support of this application as strictly confidential unless required to disclose such by a statutory body in connection with any claim which may arise out of the appointment.
Part-Time Arts Development Officer - Visual Arts - Temporary

JOB DESCRIPTION

Objectives of the Post

- To be responsible for the management of the Arts Council Collection.
- To act as one of the Council’s principal professional advisers on all aspects of the art collection.

Scope of Responsibility

The post holder will be responsible directly to the Head of Visual Arts.

Principal Duties

The following gives an indication of the main duties and responsibilities of the post. These may change over time. The post holder will be expected to work flexibly and carry out any work that is reasonably required and appropriate to the grade.

- To be responsible for a collection of works of art;
- To display the Collection in a way that makes it accessible and engaging to the general public especially through the Schools and Art Lending Schemes (Details attached);
- To develop new exhibitions and loans for Collection artworks;
- To assist in recommending art works for purchase in line with the Arts Council's Acquisitions Policy (attached);
- To catalogue acquisitions and keep records;
- To write materials and articles for the website;
- To write articles for internal and external publications;
- To plan, organise, interpret and present exhibitions, talks and artist workshops;
- To be responsible for collection documentation and management through the KEEMU system;
- To assist in writing bids;
- To negotiate loan items and external loans including transportation;
- To handle enquiries from researchers, galleries and the public;
- To be responsible for budget planning, forecasting and reporting;
- To deal with enquiries from clients and stakeholders;
- To network with other museum and art gallery professionals and outside agencies.
- To undertake any other appropriate duties which may reasonably be allocated.
Advice and Development

- To advise Council, clients and other key stakeholders on all matters relating to the art collection;
- To initiate and develop specific schemes and projects;
- To keep abreast professionally of current trends and developments in collections management;
- To undertake delegated tasks, set priorities and deadlines;
- To support the implementation of the Arts Council’s policies in relation to statutory compliance requirements;
- To undertake any other appropriate duties which may reasonably be allocated.
PART-TIME ARTS DEVELOPMENT OFFICER - VISUAL ARTS - TEMPORARY

PERSON SPECIFICATION

Are you the right person for the job?

You will be assessed on your ability to demonstrate the following key attributes. Within the context of the responsibilities of the job set out in the job description, the ideal candidate will be someone who can demonstrate the following:

<table>
<thead>
<tr>
<th>Essential Criteria</th>
<th>Key attributes</th>
<th>Criteria</th>
<th>How assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Application</td>
</tr>
<tr>
<td>1. Education</td>
<td></td>
<td>Educated to Degree standard, preferably in a visual arts related subject (as opposed to a general arts/humanities subject).</td>
<td>✓</td>
</tr>
<tr>
<td>2. Specialism</td>
<td></td>
<td>Proven experience of at least 2 years full time (or equivalent) gained within the past 4 years in collections management and visual arts.</td>
<td>✓</td>
</tr>
<tr>
<td>3. Policy</td>
<td></td>
<td>The ability to contribute to the development, planning and implementation of the Arts Council’s strategy.</td>
<td>✓</td>
</tr>
<tr>
<td>4. Evaluation</td>
<td></td>
<td>The ability to assess and evaluate art works artistic and financial value terms.</td>
<td>✓</td>
</tr>
<tr>
<td>5. Client Relationships</td>
<td></td>
<td>The ability to give advice and guidance from a position of knowledge and/or experience of the Visual Arts.</td>
<td>✓</td>
</tr>
<tr>
<td>6. Interpersonal Skills</td>
<td></td>
<td>Excellent communication skills, together with a successful track record of providing advice.</td>
<td>✓</td>
</tr>
<tr>
<td>7. Communication Skills</td>
<td></td>
<td>Excellent oral, written and presentation skills for audiences at all levels.</td>
<td>✓</td>
</tr>
<tr>
<td>8. Working Relationships</td>
<td>Evidence of success in building and maintaining working relationships across professional and operational boundaries within an organisation and with external organisations; working on own initiative or as part of a team.</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>9. Analytical Ability and Strategic Thinking</td>
<td>The ability to assimilate and analyse information quickly and accurately and to think strategically, formulate decisions and make recommendations.</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
| 10. IT Skills | The ability to make appropriate use of the Arts Council’s IT systems and software packages especially the components of:  
- MS Office  
- Email and  
- Internet. | ✓ | ✓ |
| 11. Equality of Opportunity | An appreciation of equality of opportunity issues as they relate to both access to the arts and employment and ensure the implementation of the Council’s policies in this regard. | ✓ | |
| 12. Hours of Work | Must be willing and able to work outside the Arts Council’s normal office hours. | ✓ | ✓ |
| 13. Mobility | The post holder must be willing and able to travel both inside and outside Northern Ireland and have access to a form of transport so as to be able to undertake the full range of duties of the post. | ✓ | |

**Desirable Criteria**

<table>
<thead>
<tr>
<th>Key attributes</th>
<th>Criteria</th>
<th>How assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>14. Reports and Proposals</td>
<td>The ability to prepare and present reports, proposals and arguments from a position of knowledge and/or experience in the visual arts.</td>
<td>✓</td>
</tr>
<tr>
<td>15. Grant Evaluation</td>
<td>The ability to assess application for funding in artistic, financial and administrative terms.</td>
<td>✓</td>
</tr>
</tbody>
</table>

For **Relevant** or **Equivalent** qualifications you must give: the type of qualification, awarding body and date awarded (the date awarded is the date on which you were notified of your result by the official awarding body), and what qualification you are stating it is equivalent to. If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied etc so that a well-informed decision can be made.