

## Candidate Information

<b>Position:</b>	Head of Culture & Arts
<b>School/Department:</b>	Civic Engagement and Social Responsibility
<b>Reference:</b>	24/112189
<b>Closing Date:</b>	Monday 23 September 2024
<b>Salary:</b>	£62,087 - £71,945 per annum
<b>Anticipated Interview Date:</b>	Monday 7 October 2024
<b>Duration:</b>	Permanent

### JOB PURPOSE:

Queen's University Belfast is committed to the economic, social and cultural life of our University and local communities. Operating internationally renowned cinema and gallery spaces, investing in future developments, building and supporting community partnerships and creating exceptional cultural experiences.

Reporting to the Director of Civic Engagement and Social Responsibility, the Head of Culture and Arts will be responsible and lead the strategic planning of the department, providing strong cultural and strategic leadership for the teams and ensuring that Culture and Arts remains at the heart of Queen's University Belfast.

### MAJOR DUTIES:

1. Provide cultural and strategic leadership for the Culture and Arts teams of Queen's Film Theatre, Naughton Gallery and Film Hub NI. Provide a Culture Arts Strategy for the University, ensuring relevance to Strategy 2030 and the requirements of external partners as well as clear synergies with other strategic interventions, including, but not limited to Visitor Centre.
2. Member of the CESR leadership team contributing to the Directorate's strategic delivery. Provide regular progress reports to senior leadership, identifying opportunities and emerging issues and suggesting solutions/remedial action as required.
3. Apply broad knowledge and experience to lead and oversee University festival engagement and coordinate activity communications.
4. Lead commissioning and acquisitions processes for film and artwork required by The University, including public art and partnership commissions.
5. Ensure all strategic funding agreements are delivered in line with stakeholder requirements. Seek and secure continued funding to support ongoing and new culture and arts activities.
6. Oversee conservation and acquisitions related to the University's Art Collection.
7. To provide advocacy and cultural leadership for Queen's University as a centre of excellence for film and the moving image, cultural partnerships and contemporary art, dealing at a senior level with international, regional and national arts bodies, cultural partners and government. Provide leadership and direction to the colleagues within the Culture and Arts team.
8. Ensure that the activities of Culture and Arts at Queen's University contribute to strategic aims for the University, engage with the Social Charter and Civic University ambitions.
9. Evaluate current service provision and make improvements as required. Contribute to future plans for estate development related to Culture and Arts, lead project teams and deliver excellence.
10. Provide leadership for all statutory and regulatory activity undertaken by Culture and Arts departments, including licensing responsibility, health and safety and operations of public venues.
11. Work collaboratively with academic colleagues across the University to enhance and develop artistic public engagement opportunities. In particular, work with colleagues within the School of Arts, English and Languages to support shared facilities and cultural events.
12. Support student facing Culture and Arts activities through engagement with QUB Student Union and other areas of student engagement. Ensure that all Culture and Arts activity is promoted to student audiences.

13. Work closely with Head of Visitor experience in the creation of an engaging, informative visitor centre at the University.
14. Build and maintain positive relationships with internal and external stakeholders. Liaise with peers and colleagues in arts and cultural organisations, locally and nationally to keep abreast of trends and developments of interest to QUB. Represent and promote QUB's interests in appropriate professional organisations and industry events.
15. Provide strong financial leadership for all Culture and Arts activities, including financial reporting, procurement arrangements and budgeting processes. Manage the Culture and Arts budget (including income from audiences, venue hire and external funders) in line with University procedures. Ensure the Culture and Arts strategy is delivered within budget.
16. Any other duties that fall within the general ambit of the post.

**ESSENTIAL CRITERIA:**

1. A primary degree or equivalent qualification in a relevant subject (e.g. Film Studies), OR substantial relevant experience in similar post(s) including extensive strategic relevant management and leadership experience.
2. Proven track record (significant and recent experience) in a senior level cultural management role in a large and complex organisation.
3. Large and complex organisation is defined as one that has: • Annual Turnover greater than £25.9 million • Average number of employees of more than 250
4. Significant leadership experience, managing a cinema or cultural venue.
5. Experience of planning and implementation of strategic innovation or change.
6. Experience of financial management including budget understanding and management.
7. Experience of building and managing strategic relationships with key cultural organisations.
8. Proven record of successfully delivering against commercial income targets.
9. Excellent planning and organisational skills.
10. Demonstrable understanding of Health&Safety, licensing and other statutory requirements involved in running a cinema/arts venue.
11. Demonstrable knowledge and understanding of EDI to enable responses to emerging EDI opportunities
12. Demonstrable knowledge of and passion for culture and arts.
13. Experience of communicating effectively with a wide variety of stakeholders.
14. Excellent verbal and written communication skills, including negotiation skills, presentation skills and report writing.
15. Articulate and persuasive communicator.
16. Excellent interpersonal and relationship building skills.
17. Proven ability to work collaboratively with a wide range of internal and external partners.
18. Commitment to delivering excellent customer service and high quality public activities.
19. Confident with strong negotiating and influencing skills.
20. Energetic, enthusiastic and highly motivated.
21. Ability to work under pressure, solving problems within a fast paced environment.
22. Flexibility and ability to work unsocial hours as required in accordance with needs of the post.

**DESIRABLE CRITERIA:**

1. Experience of large-scale event delivery.
2. Experience of welcoming VIPs and creative talent.
3. Experience of working with and influencing senior management.
4. Experience of managing multi-disciplinary teams of staff.
5. Demonstrable understanding of creative industry business models.
6. Demonstrable good awareness of current culture and arts industry and established network of contacts.