



# Shetland *arts*

## Job Profile

<b>Role</b>	<b>Creative Project Officer - Part Time 30hpw</b>
<b>Department</b>	Creativity and Impact
<b>Competency Level</b>	Officer
<b>Rate</b>	£28,263 - £33,478 (Pro rata)
<b>Reports to</b>	Creative Project Manager
<b>Responsible for</b>	n/a
<b>Key Relationships</b>	Marketing Team Wider Management Team Creative Project Manager Education and Outreach Manager Retail and Bonhoga Manager External Clients Creatives Participants

### Principle Aim

To assist the Creative Project Manager and Education and Outreach Manager in all aspects of a wide-ranging programme of projects, exhibitions and events as agreed with responsibilities including: liaising of freelancers; assisting in the delivering projects; assisting in the preparation of funding applications; accurate and timely statistical and narrative reporting.

To be part of the Creativity and Impact Team that delivers an integrated strategy that supports and inspires creative practice, formal and informal learning, outreach, performance, exhibition and programme opportunities across all art forms in Shetland.

### What you will do:

The following gives an indication of the duties that the post may involve. The exact nature of these duties will change over time and the post holder will be expected to work flexibly and carry out any work that is reasonably required.

1	To assist in the hands-on delivery of a range of creative projects and events which reflect Shetland Arts' creative, artistic, education, performance and outreach mission to the highest quality.
2	To maintain a culture of open communication, engagement and support for artists and communities to nurture creative opportunities and connectivity.
3	To maintain and assist in maximising creative opportunities for freelancers and creative practitioners.
4	To liaise with creative practitioners, in relation to quality of delivery and project outcome.



Shetland*arts*

5	To maximise opportunities to collaborate across art forms, and across geographic areas (locally).
6	To assist with, support and facilitate education and learning activities.
7	To contribute to marketing activities as required.
8	To research additional funding sources.
9	To support an organisational culture of learning and continuous improvement by leading by example through your own personal and professional development.
10	To undertake such other responsibilities as shall be assigned from time to time by Creative Project Manager, or members of the Leadership Team.



Competencies	
Leadership & Management	<ul style="list-style-type: none"><li>• You set clear expectations for your team and/or colleagues</li><li>• You delegate tasks appropriately</li><li>• You give constructive praise and feedback on performance and conduct</li></ul>
Communication	<ul style="list-style-type: none"><li>• You ask questions of your team and/or colleagues to ensure understanding</li><li>• You provide information accurately and in plenty of time to support delivery</li><li>• You actively seek input from colleagues and/or team to improve delivery</li></ul>
Customer Focus	<ul style="list-style-type: none"><li>• You use customer and/or client feedback to inform and influence organisational improvement</li><li>• You look ahead and anticipate the needs of your customers and/or clients</li><li>• In the moment you can balance the need of your customers and/or clients with needs of Shetland Arts</li></ul>
Planning & Organising	<ul style="list-style-type: none"><li>• You look ahead over the short term and make appropriate plans for yourself and others to achieve goals</li><li>• You adapt and modify plans as required by the situation</li><li>• You consult broadly to ensure you have the best plan</li></ul>
Team Working	<ul style="list-style-type: none"><li>• You understand the impact of your decisions on your team and/or colleagues and communicate them effectively</li><li>• You advocate for your team and/or colleagues to ensure they have what they need</li><li>• You encourage your team and/or colleagues to work collaboratively</li></ul>
Organisational Awareness	<ul style="list-style-type: none"><li>• You understand how your role contributes to the wider organisation</li><li>• You look for and action cost savings in your area of work</li><li>• You make decisions based on relevant information and facts</li></ul>



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## Person Specification

	<b>Essential</b>	<b>Desirable</b>
Personal features and qualities	<p>Capacity to work under pressure in a calm friendly manner</p> <p>Ability to apply standards consistently</p> <p>Flexible, adaptable and responsive</p> <p>Self-motivated and able to work on own initiative</p> <p>Passion for high levels of Customer care and participant experience</p> <p>Willingness to work flexible or unsociable hours as and when required</p>	<p>Passion for the arts</p>
Relevant experience	<p>Experience in arts delivery</p> <p>Experience of supporting the delivery of creative projects.</p> <p>Knowledge of the operation of computer systems, including word processing and spreadsheet applications</p>	<p>Experience of working with freelancers.</p> <p>Experience of working within an arts setting</p>
Education	<p>Educated to O'Grade, Standard Grades, or GCSE level or equivalent in English and arithmetic</p>	<p>Educated to degree level, or equivalent</p> <p>Relevant vocational and informal qualifications and/or certification</p>
Skills, abilities and knowledge	<p>Good communication skills, with the ability to</p>	<p>Experience in collating statistical data</p>

	<p>relate to a range of audiences</p> <p>Effective Time Management</p> <p>Skilled in general office procedures</p>	Cross Art Form thinking
Other	A proven commitment to accessibility and diversity	Access to own transport to travel between Shetland Arts Venues and Events