**CITY ARTS** (Nottingham)

**DIGITAL PROJECT OFFICER**

A registered charity, we work creatively and collaboratively with communities and particularly target resources towards vulnerable groups. Our projects include music, performance, visual and digital arts and are all facilitated by artists particularly skilled in working creatively with people.

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**CONTEXT**

The Armchair Gallery (AG) is a strand of work that has been developed over the last 3 years as part of a national Arts and Older People’s fund awarded by Arts Council England and The Baring Foundation. Recent funding from Nominet Trust has enabled this project strand to be taken to the next level.

Armchair Gallery enables digital access for older people whose circumstances do not allow for physical visits to world class cultural collections.

AG will inspire the viewing, appreciation and production of artworks through a series of virtual visits to arts and cultural venues whilst raising curiosity about digital technology.

**In the next year, 2017-18, our aim is to establish the development of an interactive App for use by older people and other communities of interest.**

**The successful applicant will be a creative, motivated and dynamic person, and a brilliant communicator with a good knowledge of digital technology and its potential for individuals and communities.**

The post of Digital Officer is a key strategic appointment whose role it will be to work with an App Developer and Designer to produce a high end App for older people, carers and health professionals to utilise. Deadline for the project - ending July 2018.

This position will also be responsible for the development and implementation of an innovative digital strategy to realise our mission, aims and objectives, extending opportunities for artists, staff, participants and audiences to communicate, share and create with digital technologies.

The Digital Officer will implement a digital strategy across all projects strands and core delivery of our work. The post of App Developer and Designer will be appointed in 2017 to work alongside the Digital Officer appointment to meet the project aims for Armchair Gallery.

**DIGITAL PROJECT OFFICER**

**JOB DESCRIPTION**

**SUMMARY**

1. **Title**

Digital Officer

1. **Responsible to:**

Creative Programme Manager (CPM)

1. **Responsible for:**

Freelance project staff and volunteers, working alongside the App Developer and Designer.

1. **Purpose of Job**

Reporting to the Creative Programme Manager, the Digital Officer will be primarily responsible for production of a high end App for Armchair Gallery. Their role will also look at the longer term development, funding, delivery and evaluation of the City Arts (CA) Digital Strategy. The post holder will work with City Arts staff to ensure that digital technologies are embedded within the organisation, helping it to achieve the mission, aims and objectives of City Arts.

1. **Terms of Employment**

The post is part time (0.5 / 18.75 hours per week) for an initial period of 17 months with a six month review. The hours and days of attendance may be worked flexibly as agreed with the CPM. There will be a probationary period of 3 months (included within the contract period).

Fixed term contract:July 2018 with possibility to extend dependent on funding

1. **Salary Scale**

£23,000 pro-rata 0.5

**MAIN FUNCTIONS**

1. **Digital Strategy**

Develop and implement a digital strategy that supports opportunities for staff, artists, participants and audiences enabling communication, sharing and production of artworks using digital technologies. This digital work will become embedded within all strands of CA’s project work and core delivery

1. **Artistic Programme**

Work with the CPM and CA team to ensure that the digital strategy and content meet the ambition of CA’s artistic policy, responding to opportunities presented in particular, Armchair Gallery and other artistic programmes

1. **Marketing and Communications**

Work alongside the Communications Co-ordinator to inform and improve CA’s digital potential in meeting the aims and objectives of diverse audiences, participants, funders and stakeholders.

1. **Fundraising**

Working with the CPM and Creative Director, Board and staff team, develop and implement income generation and a fundraising plan to realise the digital strategy and an innovative and accessible digital programme

1. **Relationship Management**

Develop and co-ordinate strategic partnerships that help CA implement its digital strategy

1. **Digital Asset Management**

Monitor CA’s digital assets, data and capabilities, ensuring that appropriate measures are in place to safeguard their security and maintenance; maintain relationships with CA’s IT service provider and Operations Manager

1. **Data Management**

Support systems and analysis that ensure data capture for CA’s audiences, beneficiaries, supporters and partners

1. **Supervision**

Supervise freelance project staff and volunteers (working with the CPM – supporting the negotiation of contracts)

1. **Governance**

Attend staff meetings and submit reports to the Board of Trustees as required. Provide written progress reports as required to funding bodies and partner organisations

1. **Compliance**

Ensure that relevant CA policies, including e-Safeguarding, are implemented and understood by staff and volunteers

1. **Budgets**

Monitor budgets in line with digital projects, reporting back to and working alongside the CPM.

General Responsibilities

To maintain confidentiality and observe data protection guidelines. To work co-operatively and in accordance with CA’s policies on equal opportunities and safeguarding. To assist with any duties specified by the CPM and Creative Director.

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**PERSON SPECIFICATION**

City Arts’ vision is to enable everyone access to the arts.  We develop arts opportunities that bring people together, stimulate change and create stronger, healthier communities. The individuals and communities we work with deserve access to the highest quality of cultural experiences. The ideal candidate will thrive within CA’s team of employed and freelance arts professionals who are focused on realising this goal.

**Our values:**

* CREATIVITY: we value the creative process as well as the product and focus on the quality of engagement between participant, practitioner and artform
* AMBITION: we aspire to provide innovative experiences and outcomes that enable our local communities to access exciting and innovative arts practice
* INCLUSION: we strive to eliminate barriers to participation, providing a non-judgmental, secure environment that respects individual needs and abilities
* PROFESSIONALISM: we aspire to model best practice in everything we do as an organisation and value the professionalism of artists and their skills, knowledge and experience
* COLLABORATION: we work in partnership with individuals, partners and communities to achieve social as well as creative outcomes that develop stronger, more resilient communities
* LEARNING: We support and encourage the talents and skills of everyone we work with, including our own creative team
* RESPONSIVE: We respond to artists, communities and the wider arts context in Nottingham (and beyond) to develop opportunities to support ambitious artistic practice and meaningful participation

**EXPERIENCE**

**Essential**

* Experience of working on digital projects, new media and creative/arts practice
* Experience of iOS and android Apps, development languages (HTML, Swift, Objective-C, C++) their limitations and potential
* Good understanding of online editing, including understanding of web issues, trends and directions
* Experience of undertaking budget responsibility, and supervising freelance sessional staff

**Desirable**

* Experience of safeguarding and risk assessment in delivery of digital projects
* Experience of preparing, implementing and monitoring evaluation against criteria set for a project
* Experience of the use of various digital technologies to document projects
* Experience of planning and delivering training for partners, practitioners and volunteers

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**SKILLS AND ABILITIES**

**Essential**

* Proven ability develop projects and meet planning objectives, meet deadlines and carry out projects within budget
* Ability to create content which is user friendly, attractive and concise
* Ability to communicate both orally and in writing in a clear and concise manner
* Excellent IT skills
* Superb time management and prioritisation skills and the ability to meet deadlines and deliver objectives on time despite time constraints
* Understanding of digital accessibility and how to address the access requirements of different (particularly older) users

**Desirable**

* Driving licence and access to a car for work-related travel

**KNOWLEDGE**

**Essential**

* Considerable knowledge of the arts, education, voluntary and charitable sector
* Experience in digital technologies and their potential for making art, communicating and reaching those who face barriers to participation
* Broad technical knowledge across digital platforms
* Demonstrable understanding of evaluation tools
* Knowledge and interest in contemporary culture with a range of professional contacts in the sector

**Desirable**

* Knowledge of Nottingham/East Midlands region in which CA operates

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**PERSONAL ATTRIBUTES**

**Essential**

* An understanding of the importance of the arts as a core activity in people’s lives
* Willingness to travel and work occasional unsocial hours
* Confidence and skills to work collaboratively with artists, partner groups and participants
* Ability to work on own initiative and unsupervised
* Ability to communicate clearly in and meet the needs of different audiences
* Ability to contribute to meetings and speak publicly about projects

**EDUCATIONAL QUALIFICATIONS -** Degree or HND level or equivalent level professional experience is also essential

**All staff working with children and young people, whether freelance or employed, must provide** **or agree to undertake a DBS check as part of our safeguarding policy.**

**HOW TO APPLY**

Complete application form in pack and a CV (no more than 2 pages)

If you have examples of previous online work please include these links in your cover letter or CV, clearly stating your role in it.

**TO:** kate@city-arts.org.uk

**DEADLINE:** by 9 am on March 6th 2017

**Recruitment timeline:**

Interviews held on 14th March

Please note only successful applicants will be notified as to whether they have an interview.