

BROXTOWE BOROUGH COUNCIL

JOB DESCRIPTION

Directorate:	Executive Director
Division:	Communications, Cultural and Civic Services
Post No & Job Title:	H169 - Cultural Services and Events Manager
Grade:	Grade 11
Responsible to:	C5 - Communications, Cultural and Civic Services Manager
Responsible for:	All employees in the Cultural Services Team To develop and deliver the Borough's Cultural Services, including an events programme, management of the D.H. Lawrence Birthplace Museum and programmes of engagement with community groups and organisations.

Main purpose of the job:

Main Duties and Responsibilities:

1. Manage the development of the Council's cultural activities in line with its Cultural Strategy, ensuring all activities support the organisation's priorities and maximise on the benefits of culture to economic growth, education, crime and anti-social behaviour and physical and mental wellbeing.
2. Design, project manage, deliver and evaluate events and heritage strategies.
3. Represent the Council in promoting its aims and objectives at relevant county and regional forums, as well as through partnership working with external agencies.
4. Identify opportunities to generate additional income through promotions, sponsorships, donations and funding.
5. Provide advice, support and information to community, voluntary and statutory organisations to assist them in attracting external funding for cultural activities.
6. Oversee a programme of community engagement and stakeholder management with community and voluntary groups and industry bodies to enhance the Borough's cultural offer.
7. Develop strong and productive working relationships with Senior Officers, Members, Town and Parish Councils, MPs, Civic Dignitaries, Emergency Services, Nottinghamshire County Council and other stakeholders to consult, negotiate and

provide advice and guidance on event management and best practice to meet legal and industry requirements.

8. Develop and deliver an innovative programme of heritage, tourism and events activities and strategies with Borough-Wide appeal. Collate and evaluate performance, carrying out regular benchmarking and market research.
9. Manage the Key Performance Indicators (KPI) for cultural services, utilising business intelligence and insights to recommend, develop and deliver new approaches to reach and engage with different target audiences.
10. Manage and direct employees in multiple locations to ensure the provision of quality heritage and event programmes, ensuring ongoing development and training needs are met.
11. Manage, prepare and monitor departmental budgets, ensuring all activities are efficient, cost effective and meet legal and industry standards.
12. Oversee day-to-day management of heritage facilities, ensuring high standards of conservation and collection management are maintained, in order to maintain Museum Accreditation status.
13. Ensure the health and safety of employees and members of the public within heritage facilities and at events.
14. Oversee the marketing and promotion of events, heritage facilities, D.H. Lawrence legacy and other cultural activities the Council is involved in, working closely with colleagues within the Communications, Cultural and Civic Services Team to ensure the right communications tools and channels are used.
15. Undertake event management at both indoor and outdoor locations.
16. Carry out any other relevant duties that are within the scope and grading of the post which could also be assigned by the Communications, Cultural and Civic Services Manager or Executive Director.

DESIGNATED CAR USER

A designated car user status has been attached to this post.

SPECIAL CONDITIONS

Duties will require highly flexible working arrangements of a variety of hours including evening, weekend and Bank Holiday work. The working week will be 37 hours. The grade of this post takes account of the above and the fact that the postholder may be required to work extended hours at certain times.

RESTRICTIONS

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of Cultural Services Manager but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Company's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.