



Direct Tel: 0161 876 2086
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PRIVATE & CONFIDENTIAL

Dear Sir/Madam,

APPOINTMENT OF YOUTH ARTS MANAGER

Thank you for your interest in the above post. Please find enclosed the job description and personal specification for Youth Arts Manager.

To apply for this position, please complete the application form. Under the Additional Information section please describe how you will apply your knowledge, experience, skills and qualities to fulfil the main duties and responsibilities of the post within a high profile visual and performing arts facility.

The application deadline for this position is Monday 23 April 2018 at 10:00am. Please email this to recruitment@thelowry.com or post to Human Resources, The Lowry, Pier 8, Salford Quays, M50 3AZ.

Thank you again for your interest in The Lowry.

Yours faithfully,

Kay Sutton
Human Resources Advisor



JOB DETAILS

Post Title	:	Youth Arts Manager
Department	:	Learning and Engagement
Reports to	:	Head of Learning and Engagement
Responsible for	:	Freelance artists and workshop leaders

JOB PURPOSE

To work closely with colleagues in the Learning & Engagement department to initiate, maintain and coordinate The Lowry's programmes and projects that identify, train, develop and support young creative talent in Salford and beyond, seeking especially to engage with 'hard to reach' young people, ensuring that The Lowry develops a strong reputation locally, regionally and nationally for nurturing young talent.

MAIN DUTIES AND RESPONSIBILITIES

- Work as part of the Learning and Engagement team (L&E) to make effective contributions that underpin The Lowry's strategic focus on engaging with young people, especially from harder to reach groups and communities, and supporting their skills, talent and personal development
- Work with the Head of L&E to evaluate and develop The Lowry Young Actors Company and ensure it connects to The Lowry's strategic vision.
- Lead the ongoing development and sustainability of Commotions Dance Company and the Young Artists Collective.
- Support the L&E team in our commitment to Arts Award, by embedding arts award within youth talent provision.
- Work across the L&E team, and the whole organisation, ensuring connection and progression between Youth Arts projects and programmes and our other work including dance, participation, learning, community outreach and youth skills and employability. To ensure similar connectivity with visiting companies, performers and visual artists, developing a programme of activities, mentoring & training opportunities that supports our talent and wider L&E programmes and projects.

- Passionately advocate the work of the L&E team internally and to Trustees, Stakeholders and agencies
- Manage Youth Arts and project budgets, monitoring and reporting to the Head of Department as required.
- Recruit and manage freelance artists to deliver activities, projects and programmes as appropriate.
- Proactively monitor and evaluate all projects and programmes.
- Sustain existing and initiate new effective partnerships with artistic and creative organisations regionally and nationally.
- Be aware of and respond to national and regional government objectives and initiatives in the community, learning and arts sectors.
- Maintain effective systems of communication within The Lowry, building strong relationships with key departments who will be central to the effective delivery of this work This will include:
 - Working closely with colleagues in the Development department to secure potential funding from local and national organisations, committees and trusts and foundations
 - Working closely with the Marketing and Communications teams at The Lowry to ensure all marketing needs are met and to develop case studies
 - Working closely with colleagues in Programming to ensure young talent is given opportunities to present their work and to connect the Talent programme with visiting companies.
 - Working closely with Ticketing Services and Front of House staff to ensure an efficient and effective booking system.
- Act as an ambassador for The Lowry, representing The Lowry at conferences and external meetings advocating The Lowry and its programmes.
- Join The Lowry's Safeguarding steering group, ensuring the organisation's engagement with children and young people is of the highest standard
- Promote and comply with legislation and The Lowry's policies on equal opportunities and health and safety both in the delivery of services and the treatment of others.
- Identify and undertake training and development as required in order to meet personal and business needs.
- Undertake any other reasonable duties, commensurate with the level of the post so as to ensure the smooth running of The Lowry.

REVIEW ARRANGEMENTS

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. This information may be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.

CRITERIA	ESSENTIAL	DESIRABLE
SKILLS / ABILITIES	<p>Ability to bring persistence, enthusiasm, resilience and creativity to working with diverse groups including 'hard to reach' groups</p> <p>Ability to work as part of a team and on own initiative</p> <p>Ability to identify individuals who display potential talent in the creative arts</p> <p>Ability to drive inspiring & innovative ideas for youth arts programmes</p> <p>Excellent communication, presentation, advocacy and networking skills</p> <p>Ability to build rapport, to motivate and build confidence with individuals and groups, particularly young people</p> <p>Excellent project management skills</p> <p>Excellent administrative skills</p> <p>Experience of managing budgets</p> <p>Report writing skills</p> <p>IT Skills, including Microsoft Office packages, databases, MAC packages, Internet, social media</p>	
KNOWLEDGE	<p>Awareness of the issues & challenges associated with engaging young people and 'hard to reach groups'</p> <p>An understanding of the needs of freelance artists</p> <p>Knowledge of national and regional agencies and networks that provide opportunities for developing and training young talent</p> <p>An understanding of and commitment to equality and diversity</p> <p>An understanding of child and vulnerable adult safeguarding issues</p>	<p>Child performance licence and regulations</p> <p>Knowledge of Salford geography and communities, key agencies and networks</p>
QUALIFICATIONS		Educated to degree level or equivalent in an arts or learning subject
EXPERIENCE	<p>Experience of delivering and project managing programmes and projects with and for young people</p> <p>Experience of monitoring and evaluating projects, creatively, quantitatively and qualitatively</p>	<p>Experience in mentoring and identifying training needs</p> <p>Experience in creating blogs, film editing</p>
OTHER REQUIREMENTS	<p>A background in the arts sector</p> <p>Driving licence – (the post holder will be required to attend events, activities, meetings around Salford and the North West)</p> <p>Flexible and adaptable approach to working hours (the role will include some evening and weekend work)</p> <p>Willingness to have a DBS check</p>	