

Job Description

Job Title	Arts Manager		
Strategic Business Unit	Arts	Location	Kathmandu, Nepal
Reports to	Country Director Nepal	Pay Band	G
Duration of job	2 years (Plus one year extendable on mutual consent)		

PURPOSE OF JOB

To work with the UK and Nepal Arts sectors to develop collaborative programmes and partnerships which deepen bilateral cultural understanding through the arts, and support the prosperity of the arts and cultural sectors in Nepal and the UK.

CONTEXT AND ENVIRONMENT
The British Council

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

The British Council has been working in Nepal since 1959, starting with a Library at Kantipath and now offering services in 5 cities in Nepal. The main activities are Examinations, Grant-funded (GPF) and FCR project management for development services.

The British Council's work in the arts

Our global arts team has both a UK-based and an international element.

In the UK it includes six specialist art form teams (Architecture, Design, Fashion; Film; Literature; Music; Theatre and Dance; and Visual Arts), three cross-disciplinary teams (Creative Economy, Cultural Skills, and Culture and Development), and three country-specific teams (Northern Ireland, Scotland and Wales) based in our UK offices.

Internationally, we have arts managers based in British Council offices around the world, organised into six regions (Americas, East Asia, Europe, Wider Europe, Middle East and North Africa, South Asia and Sub-Saharan Africa) each of which has a regional lead. They work closely with their UK counterparts to achieve significant impact and change by finding new ways of connecting with and understanding each other through creativity.

Our arts work in South Asia aims to support the development of strong creative sectors in Afghanistan, Bangladesh, India, Iran, Nepal, Pakistan and Sri Lanka, contributing to building creative, open and inclusive societies, economic development and enriching lives through mutually beneficial collaboration with the UK.

In addition to responding to specific demands in the seven countries of the region, we have identified five priorities that are relevant across all:

Empowering women and girls to challenge and shift attitudes that perpetuate gender inequality, through highlighting success stories, supporting economic empowerment, skills development, and expanding links and networks with the UK.

Using the arts to foster community cohesion by bringing diverse audiences into museums and major cultural venues

Showcasing the best of UK arts and culture to South Asian audiences.

Engaging young people in the UK with contemporary South Asian culture and creativity.

Supporting the development of South Asia's arts managers and leaders through supporting their skills development.

Unit Details

This position is a part of Arts SBU, reporting to the Country Director Nepal.

ACCOUNTABILITIES, RESPONSIBILITIES AND MAIN DUTIES

Stakeholder Management:

- Keeping professionally updated on arts developments in Nepal and the UK that affect strategy and delivery
- Developing and maintaining excellent networks and relationships with the arts and creative sectors in Nepal, helping to match them with potential partners and collaborators in the UK, and identifying potential partners and beneficiaries for new British Council programme activity

Programme Design and Management:

- Contribute to the development of our strategy for Nepal, ensuring the arts plays an important role in line with country, regional and global strategies
- Development and delivery of an innovative arts programme in Nepal which responds to the these strategies, working closely with UK art form leads
- Commissioning of research, developing project concepts and writing project proposals
- Ensuring Arts projects are managed to a high standard and meet the project objectives
- Monitoring and evaluation of events and activities to ensure they achieve the required impact, income and leverage
- Working with the Country Director and regional arts team to identify, nurture and maintain relationships to generate co-creation of new projects, sponsorship and partnership funding
- Working closely with the Marketing and Communications team to support impact and reach of the Arts programme, ensuring that outputs are in line with brand guidelines and maximise digital opportunities
- Implement a range of project management systems and tools to ensure effective delivery against agreed targets

Financial Planning and Management

- Planning and management of the Arts budget (expenditure and income), ensuring spend and profiling match the annual targets
- Working with the Procurement team to ensure financial compliance and risk management according to British Council policies for Arts budget
- Ensuring all income and in-kind contributions are properly recorded

KEY RELATIONSHIPS

The post holder will need to develop successful relationships with

The post holder will need to develop successful relationships with:

- External stakeholders in the arts, government and civil society in Nepal

- Internal stakeholders, including Nepal Management Team, Director Arts South Asia region, UK art form leads

OTHER IMPORTANT REQUIREMENTS OF THE JOB

- The post holder will understand and make decisions which are affected by Equal Opportunity and Diversity (EO&D) legislation and policy. Additionally he/she will exploit opportunities brought by diversity and build them into all planning.
- The post holder will understand the importance of child protection and ensure policies and processes are in place to offer maximum protection of young people at all relevant events and venues and ensure compliance with BC Child Protection policies.
- We encourage work life balance. But however, the post holder will need to be flexible in terms of occasional in country and international travel and weekend and evening work.

Passport/visa and/or nationality requirement	Nepali passport holder or legally entitled to work in Nepal
Security or legal checks required for this role	Comprehensive background check -ID, local/international police record check qualification and reference checks are required for external candidates.

Person Specification

	Essential	Desirable	Assessment stage
<p>Behaviours See <i>The Behaviours Dictionary</i> for details</p>	<p>Behaviours assessed during interview stage of recruitment process: Making it happen – <i>Most Demanding</i> Connecting with Others – <i>Most Demanding</i> Working Together – <i>More Demanding</i> Shaping the Future – <i>More demanding</i></p> <p>Behaviours not assessed during recruitment process Creating Shared Purpose – <i>More Demanding</i> Being Accountable – <i>More Demanding</i></p>		<p>The position holder will be required to demonstrate all six behaviours, on the job. These will be assessed during year end performance evaluations. Behaviours to be assessed during the interview stage of recruitment are mentioned.</p>

<p>Skills and Knowledge See <i>The Core Skills Dictionary</i> for details</p>	<p>Project Management (Level 3) Analyses requirements with the sponsor/stakeholders, defining the specification with awareness of equality and diversity impact, planning, revising, implementing and evaluating on small-to-medium scale and/or low risk projects.</p> <p>Managing Finance and Resources (Level 3) <i>Supports budget management Monitors and controls an agreed budget within a defined area, producing reports and analyses and contributing to planning.</i></p> <p>Business Development (Level 3) <i>Develops viable business Defines and develops products/programmes/services which deliver British Council goals on impact, income and surplus within a defined area of business that responds to market opportunities and aligns to wider corporate strategies.</i></p> <p>Language Skills: Spoken and written English language skills (IELTS level 7)</p>	<p>Communicating and Influence (level 3) <i>Is creative and adaptable in communications. Able to use a range of non-standard and creative approaches to inform, and persuade others, extending beyond logical argument to influence decisions and actions in a way which is inclusive and engaging.</i></p>	<p>Interview and shortlisting</p>
	<p>Specialist knowledge of the arts scene in Nepal and some knowledge and familiarity with UK culture.</p> <p>Broad network of contacts in the arts in Nepal</p>		<p>Shortlisting & Interview</p>
<p>Experience</p>	<p>Delivery of arts projects and contracts</p> <p>At least three years' recent professional experience of working in a creative, producing, programming or management capacity in the arts sector, ideally with international links</p>		<p>Short listing & interview</p>