

Role Title

Arts Manager, Philippines

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Programme management and delivery	Locally appointed grade-G	Taguig City, Philippines	Fixed Term Contract (3 years)	Head of Arts and Creative Industries

Role purpose

The key responsibilities of this role are to plan and deliver our Arts and Creative Industries programmes, ensuring all activities meet their objectives, are delivered at high quality, on time and within budget, and in line with corporate strategies and objectives.

Supporting the Head of Arts and Creative Industries on key strategic strands, the post-holder will also be in charge of maintaining existing and building new partnerships with key stakeholders in the arts and creative sectors in the Philippines.

The post-holder will be supported by and work closely with a number of teams across the organisation; in particular the local finance team (Financial Planning and Analysis, FPA, and Financial Controller, FC), local procurement team, regional arts team and art form advisers based in London.

About us

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.

Geopolitical/SBU/Function overview:

We are present in the East Asia region which comprises 14 countries ranging from developed markets with sophisticated infrastructures (Australia, Hong Kong, Japan, New Zealand, Singapore, Korea, Taiwan) and developing markets with fledging but growing infrastructure (China, Burma, Indonesia, Malaysia, Philippines, Thailand and Vietnam).

Established in 1978, British Council Philippines has a long history in the country and wide scope of activity. A dynamic operation with around 50 staff members, we are recognised as a world authority in English language teaching and training and for our work in education, social enterprise, creative industries, rule of law and governance.

Our aspiration to 2020 is to build lasting partnerships and connections with the UK that support the Philippines in its ambitions (a) to internationalise its higher education system, (b) to build a more prosperous and inclusive creative economy, and (c) to improve the quality of its governance and state-society relations. By working in these areas, we aim to build deeper and more self-sustaining relations between two countries that have traditionally been friendly but not close, and to make a lasting contribution to the UK's wider engagement with ASEAN as a partner for shared prosperity.

The British Council's programme activity focuses on three core areas of work: Education, Society and Arts. Our work in each strategic business unit (SBU) is supported both through British Council core funding, and through an increasing financial contribution from external donor agencies.

Our Society portfolio in the Philippines includes contracts and projects in social enterprise and justice, security and conflict resolution, currently EU co-funded CSO-SEED, EU-funded GOJUST, Support to Growing Social Enterprises in South East Asia and Bangsamoro Community Policing.

Our work in Education focuses on Internationalising Higher Education (IHE) which supports higher education reform through facilitating international collaboration, dialogue and capacity building. We work with Commission on Higher Education (CHED) on Transnational Education, with Philippine and UK higher education institutions on creating partnerships and research collaboration and with students and UK alumni in promoting UK education.

Our East Asia Arts programme fits into the British Council's regional programme priorities and the key pillars of the [Global Arts Strategy](#): Sharing UK arts with the world; Fostering collaborations and networks; Art for social change; capacity building and; policy and research. Our work focuses on cross country programmes in cultural leadership, crafts and creative hubs. This includes skills development, international exchanges and advocacy & policy development. Besides the key programmes we broker partnerships between stakeholders in the arts and creative sector in the Philippines and will be launching a UK- South East Asia arts mobility programme, *Connections through Culture*.

Our [Arts programme](#) in the Philippines focuses on developing cultural and creative industries as a priority sector of the country. We do this through engaging art projects, policy dialogue, international exchange and professional development. We work with artists, creative hubs, cultural leaders, and policymakers within the Philippines, ASEAN region and the UK to create more prosperous, creative and inclusive cities. Programmes include *Creative Hubs for Good*, supporting creative hubs to become more sustainable and impact-led, and *Crafting Futures*, offering designers and artisans access to knowledge and expertise, new markets and audiences.

Main opportunities/challenges for this role:

- Opportunity to work with a range of global and local partners on the design and delivery of art programmes which influence policy on key agendas and bring long term impact to beneficiaries.
- Opportunity to work with a wide variety of arts, creative industries and cities stakeholders and create new connections
- Opportunity to make a change in the lives of hundreds of artists, artisans and creative entrepreneurs by contributing to their skills and professional development
- Opportunity to work with the British Council's English, Exams, Education and Society portfolio by supporting various activities organised by those teams
- Opportunity to develop a deeper understanding of the UK's priorities in a range of arts,

Main Accountabilities:

Project Management

- Manage, facilitate and deliver high quality services and project outcomes to internal and external stakeholders in line with corporate strategies and objectives and corporate project management standards
- Promote knowledge and awareness of our work in Arts and Creative Industries in the and take initiatives to build this awareness where necessary
- Maintain project documentation and databases, ensuring that they are updated on a quarterly basis
- Liaise with key relationship partners (see below) over detailed arrangements for events and activities
- Work effectively and coordinate with the immediate Arts team, composed of the Head of Arts and Creative Industries and Programme Officer

Project Budget and Finance Management

- Manage the project and programme budget to high quality so as to ensure efficiency and reduce financial risk, with the support of the Head of Arts and Creative Industries and finance manager
- Ensure that all project procurement, purchases and financial activities are within and in accordance with department planning and project frameworks
- Ensure that relationships with vendors are maintained and payments are processed on time and in accordance with FABS (SAP Finance) guidelines
- Work with and report to Head of Arts and Finance Manager on project budgets according to the project timeline as required, using the stipulated financial documents (Purchase Orders, Sales Orders, etc) and reporting forms (non-cash reporting input, etc).

Monitoring, Evaluation and Reporting of activities

- Lead on arts programme monitoring, evaluation and reporting; evaluating the effectiveness of activities and/or of project outcomes to enable the planning and delivery teams to repeat successes or improve quality of both
- Collate feedback from internal/external contacts, customers, partners and stakeholders which enhances perceptions of the British Council and the UK as a valued partner
- Prepare data for input in our Results and Evidence Framework (REF) and reports, including planning yearly targets, managing the in-country programme evaluation processes and collating / submitting returns to the region and the UK

Delivery of Agreed targets

- Support the delivery of an agreed programme of activity with Head of Arts and Creative Industries (including communication and evaluation)
- Support the delivery of agreed targets for budget and audience
- Deliver all targets with maximum effectiveness in terms of impact as well as efficient use of, and strategic investment of financial resources

Marketing and Communications

- Prepare and disseminate key information about Arts projects and programmes for effective marketing and communication to internal stakeholders (email, intranet, bulletin, newsletters) and external stakeholders using the full range of available media (including social media tools such as Facebook, Twitter, Instagram).
- Support the Head of Arts and Creative Industries in implementing communication plans and

campaigns, and liaising closely with local (Head of Communications), regional and UK Marketing & Communication teams.

External Services Relationship Management

- Build a network of reliable and high-quality external services providers, vendors and other support providers, ensuring that the delivery is at acceptable organisational standards
- Contract and manage the external services providers (consultant, suppliers, event organisers etc.) in support of delivering arts programmes and activities to high quality and acceptable standards

Equality, Diversity and Inclusion

- Work effectively with diversity as an essential and integral part of daily work and consistently meet the British Council's Equality, Diversity and Inclusion (EDI) policy and standards, embedding EDI into programmes and in carrying out all internal and external duties.
- Support the wider development of programme activities in the Philippines by working closely with the Education & Society teams, seeking out cross-sector / integration opportunities where possible.
- Actively share knowledge of the sector with country and regional colleagues.

Key Relationships:

Internal Philippines

- Head of Arts and Creative Industries (line manager), Communications and Digital team, Regional Leads (finance, programme), procurement department, internal relevant SBUs (Education & Society, teaching centre), Country Director

Internal UK

- East Asia Art Advisers and Project Officers, Communications and Partnerships unit

Internal Region

- Regional Arts Director East Asia, Director Partnership Development Arts, Programme Lead Arts East Asia, East Asia Arts colleagues (Head of Arts, Arts Managers & Officers), East Asia Communication team.

External

- Governmental and non-governmental organisations such as the Department of Trade and Industry (DTI), Design Center of the Philippines, National Commission on Culture and the Arts (NCCA), cultural institutions and embassies, including the British Embassy, creative hubs, universities, and individual artists and creative entrepreneurs from the Philippines and UK

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	You must have the right to live and work in the country in which the role is based.	Shortlisting
Direct contact or managing staff working with children?	No	N/a
Notes	Pre-employment medical check-up and reference checks will be carried out prior to successful appointment to the post. Incumbent is also required to provide police check record. All the conditions must be completed prior to	

	post. Other important features or requirements of the job: Occasional travel within the Philippines, ASEAN region and to the UK. Occasional weekend and evening working required.	
Person Specification:		Assessment stage
Language requirements		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> Good written and oral communication skills in English (IELTS C1 level) 	<ul style="list-style-type: none"> Good written and oral communication skills in Filipino 	Shortlisting
Qualifications		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> First bachelor's degree in an arts management or creative related field 	<ul style="list-style-type: none"> Master's degree in an arts management or creative related field 	Shortlisting
Role Specific Knowledge & Experience		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> At least three years professional working experience in an arts or creative related field Previous experience as producer, project manager or event organiser Knowledge of the arts and creative industries landscape of the Philippines 	<ul style="list-style-type: none"> Strong network in the craft sector or of creative hubs In depth knowledge of PH and/or UK arts & creative sector Previous working experience with an international organisation or projects 	Shortlisting
Role Specific Skills (if any)		Assessment Stage
<ul style="list-style-type: none"> Good project management skills - Familiarity with planning, budgeting and financial monthly reporting Good communication and negotiating skills when dealing with artists, vendors and suppliers, venue hire, production crew, etc Experience in writing and editing in the English language Stakeholder management 		Shortlisting AND Interview
British Council Core Skills		Assessment Stage
Managing Projects (Level 3) <i>Leads smaller projects</i> Analyses requirements with the sponsor/stakeholders, defining the specification, planning, revising, implementing and evaluating on small-to-medium scale and/or low risk projects.		Shortlisting AND Interview
Managing Finance and Resources (Level 3) <i>Supports budget management</i>		

Monitors and controls an agreed budget within a defined area, producing reports and analyses and contributing to planning.

Planning and Organising (Level 2)

Plans ahead

Organises own work over weeks and months, or plans ahead for others, taking account of priorities and the impact on other people.

Communicating and Influencing (Level 2)

Relates communications to circumstances

Displays good listening, writing and speaking skills, setting out logical arguments clearly and adapting language and form of communication to meet the needs of different people/audiences.

Using Technology (Level 1)

Operates as a basic user of information systems, digital and office technology

Able, with adjustments if necessary, to use office software and British Council systems to do the job and manage documents or processes.

British Council Behaviours

Assessment Stage

Creating shared purpose (More Demanding)

Creating energy and clarity so that people want to work purposefully together

Interview and performance management

Connecting with others (More Demanding)

Actively appreciating the needs and concerns of myself and others

Working together (More Demanding)

Ensuring that others benefit as well as me

Being accountable (Essential)

Delivering my best work in order to meet my commitments

Performance management only

Making it happen (Essential)

Delivering clear results for the British Council

Shaping the future (Essential)

Looking for ways in which we can do things better

Prepared by:

Date:

Malaya DEL ROSARIO, Head of Arts and Creative Industries

24 January 2019