

Role Title

Arts Manager

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
	F	Lima	1 year (renewable)	Country Director Peru

Role purpose

- To develop and deliver the British Council's strategy for the Arts in Peru, building upon existing programmes and integrating our Arts offer with other British Council projects in the region/in other areas where appropriate.
- To develop and maintain networks and relationships with Arts organisations in Peru and the UK, with a view to developing partnerships to deliver programmes and meet impact and income targets.
- To manage project delivery through project managers and delivery teams, partner institutions and/or local producers.
- To plan, promote, monitor and evaluate arts projects according to corporate values, standards and guidelines.
- To work alongside other Heads of Departments in the planning and delivery of the Peru Country Plan.

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:

- The context for our arts work is Peru's millennial heritage which is recognized for the entrepreneurialism of its people. The cultural sector is rich but fragmented and underfunded, with weak government policies to promote its development. Private museums and some associations play a key role in connecting the sector with the international community, but there is great scope to strengthen and expand these connections. Partnerships between the UK and Peru's artists and institutions contribute to the updating of skills and opportunities to broaden the reach of young creators and entrepreneurs.
- British Council's presence as a key player in Peru's creative industries has enabled our Arts

programme to create meaningful relationships between both countries, with an emphasis on capacity building, entrepreneurship, innovation and social inclusion. We work with emerging talent and innovative players in Peru and the UK, developing initiatives that encompass the British Council's global strategy, our regional focus areas and local needs. We will support Peru's cultural agenda towards the bicentennial celebrations in 2021 by working closely with the Ministry of Culture and other key cultural entities.

Our Americas arts programme is structured as follows:

- **Young People:** Helping young people (aged 4 – 30) have the skills, resilience and networks to find pathways to better lives. These programmes focus on 1) improving social capital and active citizenship by engaging people with their community and the identity of their place, and 2) providing young people with safe spaces for creativity and self-development which (i) counteract participation in delinquency, (ii) improve their connection with peers/community through group work, (iii) enhance experiences of independence, responsibility and empowerment, particularly vis-à-vis their future.
- **Social Inclusion:** Promoting social inclusion and wider participation by strengthening civil society throughout the Americas. Our projects in this area focus on working with peripheral communities (both urban and rural), increasing women's participation in digital culture, increasing LGBTQ+ participation in cultural representation and working with disabled communities, giving them access to cultural production and consumption.
- **International Connections:** Giving young people and organisations opportunities to develop an international outlook. We work with established UK partners on regional capacity building programmes for young cultural professionals, residence programmes, exchange programmes, museum development and festival showcasing.

Main opportunities/challenges for this role:

- Develop and implement forward-thinking portfolio of cultural engagement programmes that strengthen direct links between the UK and Peruvian cultural sectors
- Build and maintain effective and strategic partnerships with key stakeholder institutions, including achievement of leverage on grant-in-aid funds to increase depth and scope of impact
- Apply range of project management skills in order to achieve both quality and compliance (e.g. finance management, child protection, equality, diversity and inclusion, monitoring and evaluation)

Main Accountabilities:

Responsibilities and duties will include:

Strategic planning

- Provides leadership on the development of British Council Peru's arts programme, based on needs of key audiences and stakeholder groups (both Peru and UK) and in alignment with British Council's Corporate and Regional plans.
- Identifies and pursues opportunities for artistic collaboration and exchange between Peru and the UK, raising the profile of UK arts and artists in Peru and increasing agreed target audiences for British arts.
- Provides technical insight into Peru's cultural policy priorities and emerging themes, highlighting Peru/UK opportunities to the Peru Leadership team, regional leads and other senior managers as we expand and consolidate our programme.
- Forges and maintains solid relationships with ministries, cultural and bicultural institutions, artists, curators, policy makers, programmers, producers and promoters, and relevant UK and EU organisations (including EUNIC).

Programme Management and Delivery

- Devises, plans and evaluates a strategic portfolio of arts projects with the support of external delivery partners which meet project aims and targets.
- Identifies, advises on and pursues relevant partnership and sponsorship opportunities, including contract negotiation.
- Ensures the high-quality delivery and evaluation of relevant programmes, products and services – as agreed with Country Director, Regional and UK teams. Manages client, partner and stakeholder relationships to maximise benefit and minimise risk.
- Contributes to the regional Arts strategy, leading on multi-country/regional programmes as required. Supervises the work of external consultants and other contractors as required, ensuring appropriate recruitment and selection, contract management, line management, and learning and development opportunities for internal and external team members.
- Demonstrates strong negotiation and leadership skills, accountability, determination and commitment to British Council values.

Budget Management

- Oversees the timely and on-budget delivery of all Education and Society programmes, as agreed with Country Director, Regional and UK teams.
- Ensures compliance and control is duly exercised by both permanent staff and temporary project managers working on the Education and Society portfolio, and that corporate standards are effectively maintained.
- Ensures credible management information is provided on SAP along with specialized analysis to facilitate business decisions.
- Lead on financial and resource planning, forecasting and monitoring of projects in order to inform business decisions.

Marketing and Communications and Evaluation

- Ensures the regular flow of relevant information and to provide media relations plans for all projects managed.
- Ensures that the evaluation strategy for each project is implemented in accordance with corporate standards.

- Ensures that meaningful and useful feedback is captured and assessed

Key Relationships:

The post holder will work with a range of stakeholders, both internal and external.

External: Public and private arts organisations; cultural departments of national, regional and municipal governments; arts-related media organisations and journalists; British Embassy; business corporations, foundations and educational institutions with an interest in the arts.

Internal: Country Director Peru, Regional Arts Director, arts and partnerships teams in the Americas region and in the UK, marketing and communications (including digital) and finance teams in the Americas region and in the UK.

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	Peruvian national or foreigner with the right to work in Peru. The British Council is unable to support or sponsor work visa applications from anyone who does not already have the right to reside and to take up this appointment in Peru.	Shortlisting
Direct contact or managing staff working with children?	No The post holder will deliver programmes in partnership with partner institutions in which children and youth are directly involved.	N/a
Notes		
Person Specification:		Assessment stage
Language requirements		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> • Ability to operate in both Spanish and English (written and spoken) at a cultural and business level of high proficiency. Minimum IELTS band 7 and appropriate Spanish-language equivalent. 		Shortlisting
Qualifications		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> ▪ First degree in the arts and humanities or in a related field. 		Shortlisting
Role Specific Knowledge & Experience		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
		Shortlisting and/or interview

<p>Sector expertise</p> <ul style="list-style-type: none"> • Solid knowledge, background and experience of working with a range of high-level strategic contacts in the Arts sector in Peru (at least 3 years experience as an Arts Manager/Coordinator). <p>Programme Management</p> <ul style="list-style-type: none"> • Proven ability to plan, monitor, implement and evaluate complex projects and programmes. • Proven ability to manage human and material resources to maximise business benefits. <p>Business Planning and Development</p> <ul style="list-style-type: none"> • Experience of strategic planning and implementation of business growth plans. 	<ul style="list-style-type: none"> • Knowledge of and previous engagement with UK Arts sector. • Proven experience in securing co-funded partnerships, client-funded projects and sponsorship. 	
British Council Core Skills	Assessment Stage	
<p>Managing Projects (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 Accounts and Partnerships (Level 3) Identifies and deploys teams of British Council staff whose attributes match the stakeholder/customer/partner's needs, and adapting proposals to accommodate the needs of the other party.</p> <p>Communicating and Influencing (Level 3) 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.</p>	<i>Shortlisting and/or Interview</i>	
British Council Behaviours	Assessment Stage	
<p>Connecting with others (more demanding): Actively appreciating the needs and concerns of myself and others.</p> <p>Working together (more demanding): Ensuring that others benefit as well as me.</p> <p>Making it happen (more demanding): Challenging self and others to deliver and measure better results.</p> <p>Shaping the future (more demanding): Exploring ways in which we can add more value.</p>	<i>Shortlisting and/or Interview</i>	
Prepared by:	Date:	
Samantha Lanaway/Country Director, Peru	January 21, 2019	