

## Role Title

**Arts Manager East Asia, 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)	Programme Lead Arts, East Asia

## Role purpose

This post's key responsibilities are to support, plan and deliver high quality Arts and Creative Industries programmes, ensuring all activities meet their objectives, to be delivered with high quality, on time and within budget and in line with corporate strategies and objectives.

This regional role is based in the Philippines and focuses on supporting the Regional Programme Lead Arts East Asia (based in Singapore) on agreed regional programmes in Arts and Creative Industries in East Asia with a particular focus on the new Connections Through Culture programme in South-East Asia.

The post-holder will be supported and work closely with a number of teams across the organisation; in particular with the regional arts team, the Heads of Arts in East Asia, the local finance team (FPA & FC) and local procurement team and art form advisers based in the UK.

## About us

The British Council was founded to create 'a friendly knowledge and understanding' between the people of the UK and wider world by making a positive contribution to the countries we work with, and in doing so making a lasting difference to the UK's international standing, prosperity and security.

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 arts are a cornerstone of the British Council's mission. We find new ways of connecting with and understanding each other through the arts to develop stronger creative sectors around the world that are better connected to the UK.

## Geopolitical/SBU/Function overview:

The British Council East Asia region comprises 14 countries and operates in 3 clusters (North East Asia, South East Asia and AU/NZ). Our arts programme in East Asia is connected to the global key pillars of the Arts Business Unit: Sharing UK arts with the world; Fostering collaborations and networks; Art for social change; Capacity building and; Policy and research.

Our work in the arts in East Asia achieves impact and influence by focusing on diversity & inclusion programmes that contribute to more creative, open, inclusive societies, alongside programmes that strengthen skills & collaborations in the creative sector. We currently run 11 programmes, including:

- North East Asia
  - o Internationalising Cultural Sector (China)
  - o Urban Futures: Inclusion & Innovation
  - o Japan/UK Season
- South East Asia
  - o Crafting Futures
  - o Creative Hubs for Good
  - o Internationalising Cultural Sector (Indonesia)
  - o Heritage for Inclusive Growth (Vietnam)
  - o Developing Inclusive & Creative Economies (Indonesia)
- Australia
  - o Intersect
- Across East Asia
  - o Developing Cultural Skills and Leadership

In April 2019 we will be launching a new three year programme in South East Asia: **Connections Through Culture**. This mobility programme is designed to offer a series of reciprocal seeding and opportunity grants, between UK and South East Asia. The programme will help develop cultural collaborations between artists and organisations - supporting long-lasting relationships between South East Asia and the UK, as a crucial part of our strategy to build new international relationships and collaborations between the creative sectors in the UK and South East Asia.

## Main opportunities/challenges for this role:

This newly created position will primarily focus on supporting the development of the new **Connections Through Culture** programme over the next three years and support other regional initiatives where needed.

The role will report to the Programmes Lead Arts and Creative Industries (based in Singapore) and support Heads of Arts and Creative Industries located in different cities across the region, the Regional arts team and UK arts advisors. This role will be based in the Philippines and indirectly reports (?) to the Head of Arts and Creative Industries in the Philippines, as a member of the country's arts team.

The main opportunities and challenges are:

- Opportunity to work with teams in the UK and EA to develop, launch and implement an

exciting new programme in South East Asia creating new connections and collaboration between the UK and the region

- Opportunity to work with a wide variety of arts, creative industries and cities stakeholders and create new connections and help them implement new exchanges and projects
- Opportunity to make a change in the lives of artists and arts professionals by supporting partnerships that develop new ideas, collaboration, skills and networks.
- Opportunity to work in the British Council's global network and to actively contribute to cross-country programmes and develop deeper understanding of the UK's and regional priorities in the arts, cultural and creative industries sector.

## Main Accountabilities:

### **Project Management**

- Manage, facilitate and deliver high quality project outcomes to internal and external stakeholders in line with strategies & objectives and corporate project management standards
- Promote knowledge and awareness of our work in the region and to take initiatives to build this awareness where necessary
- Maintain a database for the programme and ensure quarterly updates
- Liaise with key internal stakeholders over detailed arrangements for events and activities to promote the project and share results

### **Project Budget and Finance Management**

- Manage the project budget to high quality and reduced financial risk, with the support of the Programme Lead Arts and Creative Industries and the local & regional finance manager
- Ensure that all project procurement, purchases and financial activities are within and is in accordance with department planning and project framework
- 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 Programme Lead Arts and Creative Industries 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 the project monitoring, evaluation and reporting; evaluating the effectiveness of activities and/or of project outcomes
- Collate feedback from internal/external contacts, partners and stakeholders which show enhanced perceptions of BC and the UK as a valued partner
- Prepare data for input in Results and Evidence Framework (REF) and reporting submitting returns to region and UK

### **Delivery of Agreed targets**

- Support on the delivery of an agreed programme of activity with Heads of Arts & Creative Industries (including communication and evaluation)
- Support on the delivery of agreed targets for budget and audience
- All targets must be delivered for maximum effectiveness in terms of impact as well as efficient use of, and strategic investment of financial resources

### **Marketing and Communications**

- To prepare and disseminate key information about the project for effective marketing and communication to internal stakeholders (email, intranet, bulletin, newsletters) and external stakeholders using the full range of available media (social media tools like Facebook, Twitter, Instagram).
- Support the Programme Lead Arts and Creative Industries and Heads of Arts & Creative Industries in implementing communication plans and campaigns, and liaising closely with local, regional and UK Marketing & Communication teams.

### **Relationship Management**

- To map a network of partners (in a database), ensuring that the delivery is at acceptable organisational standards
- To contract and support the partners (grantees) in delivering 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.
- Actively share knowledge of the sector with country and regional colleagues.

## **Key Relationships:**

### **Internal Region**

- Regional Arts Director East Asia, Partnership Development Lead Arts (line manager), Programme Lead Arts East Asia, East Asia Arts colleagues (Heads of Arts and Creative Industries, Arts Managers & Officers), East Asia and in-country Communications.

### **Internal UK**

- East Asia Art Advisers and Project Assistants, Communications unit

### **Internal Philippines**

- Head of Arts & Creative Industries (indirect line manager), Head of Communications Malaysia, finance department, procurement department, internal relevant SBUs (Education & Society, teaching centre), Director Malaysia

## **Role Requirements:**

Threshold requirements:		Assessment stage
<b>Passport requirements/ Right to work in country</b>	You must have the right to live and work in the country in which the role is based.	Shortlisting
<b>Direct contact or managing staff working with children?</b>	No	N/a
<b>Notes</b>	<p>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.</p> <p><b>Other important features or requirements of the job:</b></p> <p>Occasional travel within the PH and occasionally across the region and to the UK. Occasional weekend and evening working required.</p>	
Person Specification:		Assessment stage
Language requirements		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> <li>Good written and oral communication skills in English</li> </ul>	<ul style="list-style-type: none"> <li>Good written and oral communication skills in Filipino</li> </ul>	Shortlisting
Qualifications		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> <li>Bachelor's degree in an arts or creative related field</li> </ul>	<ul style="list-style-type: none"> <li>Master's degree in an arts or creative related field</li> </ul>	Shortlisting
Role Specific Knowledge & Experience		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> <li>At least 3 years professional working experience in an arts or creative related field</li> <li>Knowledge of and experience in creative sectors in South East Asia</li> <li>Previous experience as project</li> </ul>		Shortlisting

manager or coordinator	
<b>Role Specific Skills (if any)</b>	<b>Assessment Stage</b>
<ul style="list-style-type: none"> <li>▪ Active and up-to-date network of contacts and relationships in the arts</li> <li>▪ Good communication and negotiation skills when dealing with partners, suppliers etc</li> </ul>	Shortlisting AND Interview
<b>British Council Core Skills</b>	<b>Assessment Stage</b>
<p><b>Managing Projects (Level 3)</b> <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.</p> <p><b>Managing Finance and Resources (Level 3)</b> <i>Supports budget management</i> Monitors and controls an agreed budget within a defined area, producing reports and analyses and contributing to planning.</p> <p><b>Planning and Organising (Level 2)</b> <i>Plans ahead</i> Organises own work over weeks and months, or plans ahead for others, taking account of priorities and the impact on other people.</p> <p><b>Communicating and Influencing (Level 2)</b> <i>Relates communications to circumstances</i> 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.</p> <p><b>Using Technology (Level 1)</b> <i>Operates as a basic user of information systems, digital and office technology</i> Able, with adjustments if necessary, to use office software and British Council systems to do the job and manage documents or processes.</p>	Shortlisting AND Interview
<b>British Council Behaviours</b>	<b>Assessment Stage</b>
<p><b>Creating shared purpose (More Demanding)</b> Creating energy and clarity so that people want to work purposefully together</p> <p><b>Connecting with others (More Demanding)</b> Actively appreciating the needs and concerns of myself and others</p>	Interview and performance management

<p><b>Working together (More Demanding)</b> Ensuring that others benefit as well as me</p> <p><b>Being accountable (Essential)</b> Delivering my best work in order to meet my commitments</p> <p><b>Making it happen (Essential)</b> Delivering clear results for the British Council</p> <p><b>Shaping the future (Essential)</b> Looking for ways in which we can do things better</p>	<p>Performance management only</p>
<p><b>Prepared by:</b></p>	<p><b>Date:</b></p>
<p>Daniel Donnelly, Programme Lead Arts and Creative Industries, EA</p>	<p>30th January 2019</p>