

Events and Lectures Programmer

Adult Learning, Artistic Programmes

Royal Academy of Arts (based in Blackfriars from July 2015)

Up to £30,000 plus attractive benefits, one year fixed term contract (maternity cover)

About the role

The Royal Academy offers a vibrant and diverse adult programme to support the understanding and enjoyment of Royal Academy exhibitions, collections and all aspects of visual culture. Its aim is to establish the Royal Academy as a vibrant centre for independent creativity, thinking and discussion.

Whether it is establishing book readings with famous authors such as Sarah Dunant, Tim Winton and Emma Healy, lectures by curators, scholars and artists; conversations with Frank Auerbach, Peter Fonda and Carlos Cruz or a panel discussion with Tim Marlow, Grayson Perry, A.S. Byatt or Mary Beard, our focus is to program and deliver a series of stimulating and popular events and lectures to complement the activities of the Royal Academy.

About you

You will have existing experience programming within an arts organisation or similar, ideally at least 3 years' experience and you must be a creative and imaginative arts programmer. You will blend intellectual rigour and accessibility to ensure a program that offers popular appeal to a wide audience.

Ideally you will have an existing network of professional contacts to draw upon and will be a natural networker, able to build rapport swiftly and be unafraid of approaching high profile speakers or their representatives. You will need to be persuasive, polite, resilient and an adept negotiator to agree optimum terms for the Royal Academy.

An exceptional logistician, you will be a seasoned event planner, well organised and unflappable. You will understand event resourcing requirements and have existing experience of supervising and coaching events casual staff, to extract optimum performance from the team. You will be confident and assured in managing a small team.

Most importantly you will possess first class customer service skills, to ensure that guests to each event receive the highest standard of care and enjoy a memorable and unique experience – such that they keep coming back for more and tell all their friends to come too! You will need to model the sort of behaviour and approach that we expect of our customer facing staff at all times.

You will need to be available for most events; this will require frequent evening working (on average twice per week).

A sound understanding and knowledge of Art History and a passion for the visual arts is preferred.

You must be available to start work by 13 July 2015.

Apply

You will need to complete an application form for this role. Please see the 'How to apply' section of our website <http://www.royalacademy.org/uk/careers-at-the-ra>

You can also access the full job description, watch our careers video and read about the many staff benefits.

Closing date for applications:

6 May 2015

Interviews to be held:

w/c 11 May 2015

Title: Events and Lectures Programmer
Department: Learning - Artistic Programmes
Reports to: Head of Adult Learning

MAIN OBJECTIVE

To engage a diverse adult audience in the understanding and enjoyment of RA exhibitions, collections, and all aspects of visual culture and, in the process, to establish the RA as a vibrant centre for independent creativity, thinking, and discussion.

MAIN DUTIES

1. Devise a coherent, lively, engaging annual programme of lectures, study days, symposia, performances and other events and manage all events and lectures for adult audiences:
 - Determine the intellectual content of events and the choice of event format:
 - Undertake research on topics related to forthcoming exhibitions, as well as current development in the arts, in order to stimulate ideas and ensure awareness of relevant issues to be considered in the planning of events
 - Liaise with Head of Adult Learning and exhibition curators to ensure that the programme is coherent, complementary to other education provision and appropriate to each exhibition.
 - Select the speakers, participants, or presenters for each event.
 - Organise practical logistics for the events:
 - Invite proposed speakers, workshop leaders; liaise with speakers regarding their lecture titles and publicity abstracts; deal with audio-visual requests and assist with images; organise all necessary logistics and associated correspondence
 - Book venue; order refreshments; liaise with the Help Desk concerning the setting up of equipment
 - Work with the ticketing team on all aspects of booking tickets for events and lectures and provide booking office with information for ticket sales, as required
 - Supervise entry of public; introduce speaker; responsible for arranging technical support; organise refreshments; monitor proceedings, all as required
 - Answer enquiries concerning the Events & Lectures programme
 - Write thank you letters and request invoices, as necessary
2. Line-manage the Events and Lectures Assistant and delegate workload to assist with all aspects of the Events and Lecture programme

3. Supervise the Events and Lectures Facilitators who assist at events
4. Consult the ticketing team on implementation of booking tickets for Events and Lectures
5. Control and plan budget for the Public Programme; work closely with Head of Adult Learning, Head of Learning, Learning Department Administrator and the Finance Department to monitor and conform to budgetary requirements
6. Co-ordinate with Communications and Marketing Departments and the Learning Department Publications and Website Co-ordinator to promote all events and thus build audiences:
 - Prepare copy for publicity in the RA Magazine and *What's On* leaflet
 - Organise distribution of the publicity material to interested audiences
 - Co-ordinate any online content require for the RA website
 - Assist in the development of any publication content by the proposed deadlines
7. Build and extend network of professional contacts to develop knowledge of current and best practice in the area, and participate in discussions with fellow professionals:
 - Work collaboratively with the RA Schools and the Architecture, Collections and Library and Development departments within the RA on events and lectures for the public
 - Work with events and education staff at universities, other museums, and cultural organizations to plan joint ventures
 - Attend and/or represent adult education team/Learning Department at exhibition programming meetings and at other meetings as appropriate
8. Ensure that Health and Safety policies, procedures and regulations are known, understood and complied with by yourself, your team (if applicable) and any contractors, suppliers and all others who work with the team
9. Undertake any other duty which may reasonably be allocated by the Head of Adult Learning or other senior officer.

PERSON SPECIFICATION

KNOWLEDGE, SKILLS, EXPERIENCE AND PERSONAL QUALITIES

- Experience of event organisation and co-ordination in an arts or cultural organisation
- Experience of working with external suppliers and contributors
- At least 3 years' experience of arts programming
- Experience of working within set budgets and meeting income targets
- Experience of working within an historic/listed building preferred

SKILLS

- Strong project management and organisational skills; accurate with meticulous attention to detail
- Ability to co-ordinate many details, information, requirements to deadlines
- Able to work at speed and manage multiple tasks, deadlines and changing priorities
- A clear communicator and an effective networker
- Able to pre-empt problems, find solutions, plan in advance and ability to respond quickly to challenges
- Strong public speaking skills, warm, welcoming and engaging
- Demonstrable negotiation skills to achieve optimum terms for the Royal Academy

KNOWLEDGE

- Demonstrated knowledge of arts and cultural audiences (both established and emerging)
- Excellent IT skills – preferably MS Office programmes and web-based databases
- Adept with social media; experience of editing blogs/websites/Twitter
- Demonstrate a genuine interest in and knowledge of the visual arts

PERSONAL QUALITIES

- A passion for art and culture and for sharing the arts with diverse adult audiences
- Confident and persuasive
- Genuinely interested in people with first class people skills, able to build rapport and forge strong professional relationships
- Flexible approach to work, willing to regularly work outside office hours in order to cover morning, evening and weekend events
- Smart appearance, with a personable and a confident manner.