



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Community Engagement Manager
Working Hours:	Full-time, 40 hours per week (some evening and weekend working may be required)
Department:	Learning
Reports to:	Head of Learning
Works closely with:	Learning Team, Communications and Audience Development Team. Gallery Assistants and Operations Team
Responsible for:	2 Community Engagement Coordinators, artists, guides and volunteers.

Purpose of job:

The Community Engagement Manager develops, delivers and evaluates Dulwich Picture Gallery's innovative Community Programme; creating strong partnerships with audiences which maximise access and engagement with the Gallery Collection, Exhibitions and architecture, and respond to local need.

Key responsibilities

Programme management and delivery

- Responsible for the overall success of the Community Engagement Programme, ensuring it is inclusive, relevant, innovative and high quality in line with the Gallery's learning strategy. Key audience groups include:
 - Older people
 - Young people
 - Community groups
 - Access groups
- Manage the team responsible for programme delivery, including coordinators, artists, guides and volunteers, and deliver parts of the programme where appropriate;
- Manage all Community Engagement budgets;

- Oversee evaluation of projects and programme as part of the Learning Team evaluation framework to ensure we measure impact in a robust and consistent manner to inform our work and provide pertinent information for funders and stakeholders.
- Manage community participants' bookings so they are able to access the correct programme strand which best meets their needs.
- Ensure that the gallery is inclusive and welcoming to people of all backgrounds.
- Devise, deliver, and evaluate training programmes for audiences, staff and stakeholders to support the learning strategy and Gallery's objectives.
- Manage and develop strategic partnerships with organisations and individuals including academic and educational organisations, community groups, charities and cultural institutions.
- Work with the Communications and Audience Development Team to define target audiences for Community programmes and develop marketing plans to reach them.
- Liaise with marketing and communications colleagues to ensure programmes are promoted in a timely and appropriate manner, including writing text for print, website and social channels.
- Liaise with artists, the Site Technician and the Learning Administrator on day-to-day management of events and use of the Sackler Art Centre, Work closely with the Site and Visitor Services Manager to schedule support from Gallery Attendants for sessions as required, particularly evenings and weekends.
- Work closely with the Curatorial and Exhibition teams to ensure community voices are represented in our displays and exhibitions, and diverse access needs are met.

Planning and strategy

- Develop new initiatives for Community Programming in line with the Gallery's strategy and maintaining its reputation as a pioneer in its field;
- To ensure that the programme remains uniquely relevant to the Gallery – maximising engagement with its collection and special exhibitions as well as wider social and cultural issues.
- Devise and deliver programming which develops and extends relationships with users and non-users of the Gallery in collaboration with the Communications and Audience Development Team;
- Collaborate with other staff and departments to ensure that the Community Engagement Programme is embedded fully to the Gallery's strategic objectives;
- To be involved in the development of funding proposals and applications for funding.
- Contribute to establishing and maintaining the Gallery's reputation as a centre of educational excellence in the broader museum and gallery context, and ensure that the Gallery's Community engagement remains a leader in the sector;

Other

- Represent the Gallery and Community Engagement Programme when working with external stakeholders, networking, attending conferences or sharing best practice;

- Build positive relationships and uphold longstanding partnerships with participants and staff off and on site;
- Deliver presentations to diverse internal and external s, and play a hosting role with celebration events and private views related to Community Engagement;
- Ensure that the Community Engagement Programme meets the needs of all audiences in line with the Gallery's access, equality, diversity and safeguarding policies
- Ensure that the programme is fully compliant with Health and Safety and other relevant legislation.

This job description cannot be considered to be exhaustive and other duties will be determined by circumstances as and when required.

Person Specification

Essential attributes

- Significant experience of creating and implementing a successful strategy for community engagement programmes
- Experience working in an Arts, Museum, Health or Gallery Education setting and an understanding of how to foster creative learning environments
- Exceptional interpersonal and communication skills with proven people and project management skills
- Excellent organisation, prioritisation and time management skills with a keen eye for detail
- Experience developing and maintaining partnership with a wide range of organisations including charities, educational setting and cultural institutions.
- Experience working with a wide range of audiences
- Experience of commissioning, collaborating with, and managing creative practitioners
- Experience of presenting projects to funders and other stakeholders
- Demonstrable sensitivity and empathy when working with people, including vulnerable individuals and groups
- Budget and performance management experience
- Excellent administrative skills
- High level of IT literacy
- Self-motivated, dedicated and reliable

Desirable

- Experience working with older people including people with dementia
- Experience working with young people in an informal setting
- Experience of engaging diverse audiences with visual art collections.

Terms and conditions

- Competitive salary commensurate with experience
- 25 days' annual leave per annum
- The Gallery auto-enrolls employees into a defined contribution pension scheme in compliance with the Pensions Act 2008

To apply, please send a CV, cover letter and detail your salary expectations to recruitment@dulwichpicturegallery.org.uk

Application deadline midday 5th June 2017