



Head of Programmes

Job Description

Reports to: Chief Executive Officer

Line Manages: Conference Coordinator

Full time, permanent

Role Summary and Key Responsibilities

The Head of Programmes conceptualises and organises the delivery of the Association's broad range of programmes and events including its annual conference, art history festival, various symposia and lectures and professional development events for teachers and early-career researchers. S/he helps to set the strategy for programmatic initiatives which serve the Association's targeted audiences and works with partners and colleagues within and outside of the Association to bring the programmes to fruition.

Main Tasks and Activities

Programming

Oversee and implement all aspects of two large scale events: the Annual Conference and the Art History Festival.

Manage and help to realise a series of annual programmes and events which further the strategic objectives of the Association and which effectively reach our targeted audiences.

Independently and with colleagues create programmes and commission resources that schools, colleges and universities can implement to facilitate exposure to and teaching of the subject.

Create resources and opportunities for formal and informal learning of the subject, whether in universities, schools, museums and galleries, art centres and other venues.

Fundraising and Advocacy

Fundraise, independently, with partners and with the CEO, for support of programmes and initiatives.

Contribute to Association advocacy efforts in the areas of art history education with the CEO and the Head of Communications and Marketing. This may entail data gathering, providing information for position papers and working with those outside of the organisation to coordinate activities of a number of institutions and stakeholders.

Control of Resources

The Head of Programmes will be responsible for creating and monitoring budgets in his/her areas of responsibility. Final approval of the budget will be given by the CEO.

Communications and Contacts

The Head of Programmes will work a broad network of stakeholders and colleagues within and outside of the Association. Regular internal contact and collaboration will take place between the Head of Programmes and the Head of Communications and Marketing and the Finance Officer among others. The Head of Programmes will also work with Association committees that engaging in programming: the Conference Committee, Doctoral and Early Career Research committee and the Curatorial Committee.

External stakeholders and contacts will include organisations and individuals for example: academics and professionals in the art history and museum/gallery fields, programme participants, staff at cognate subject associations, and relevant policy makers in government. Building relationships within the primary, secondary and further education sectors and with relevant policy makers will be important in this role.

Person Specification

At least five years' experience conceptualising and realising programming in the visual arts area or in a closely related field. This can have been gained in the university, museums and galleries or education sectors.

An educational background or thorough understanding of art history or visual culture.

A desire and genuine interest in reaching audiences at all levels of education, professionals in the field as well as those in the public with an interest in the visual arts.

Proficiency in delivering digital programming.

Contacts from among our targeted audiences in education and the professions in our field to help produce effective programming is desirable.

A commitment to working to implement our Equality, Diversity and Inclusion plan and to reaching audiences who may face barriers in engaging with our subject.

Excellent written and verbal communication skills, and the ability to tailor communications to specific audiences.

An interest in the mission and aspirations of the Association and the ability to work collaboratively in a small team.

Experience or knowledge of donor or fundraising schemes is desirable.

Other

This job description is not exhaustive, and the post holder may be asked to take on additional responsibilities not included herein.