

Dunstable Town Council

Community Services

JOB DESCRIPTION

Job Title: Cultural Services Assistant

Department: Community Services

Responsible to: Cultural Services Manager

Responsible for: no one

Main Purpose of Job

To assist the Cultural Services Manager in developing Dunstable Town Council's cultural offer, ensuring that it is inclusive, diverse and accessible and understands its role in meeting needs and demands.

To support the arts and heritage third sector organisations across the town for the betterment of the town's overall cultural offer.

To work under the management of the Cultural Services Manager on cross council team cultural projects.

To support the Priory House Assistants in ensuring that Priory House remains open to the public a determined by the demands of the service. Acting as duty manager of Priory House as and when required.

Main Duties

1. To plan and deliver events, functions, workshops and activities at Priory House with the aim of increasing usage and income. Understanding its role as a heritage asset and what benefit it can add to the town's offer, through the development of the exhibition space.
2. To support Council officers in the delivery of wider Council cultural events, activities and offers within their specific teams.
3. To liaise with creatives, community organisations and cultural groups on projects, developing partnership working whilst understanding wider community needs and supporting volunteer engagement.
4. To identify funding opportunities and work with colleagues on preparing (and where successful managing) funding applications, reports and budgets.
5. To work with colleagues on collecting relevant data and information to inform service planning, external funding request and overall direction of travel on cultural services.

6. To effectively market and promote all of the Town Council's Cultural offer through a variety of mediums including print, online (website and socials) etc. understanding target audiences, how to maximise reach and interactions and positive outcomes.
7. Support with the maintenance of a daily check and cleaning schedule and the recording of relevant checks.
8. Being responsible for your own health and safety, ensuring health and safety issues are reported correctly.
9. Be able to set up for functions, events, workshops under minimal supervision both inside and outside of working hours (weekends and evenings).

Person Specification

Essential

1. Experience of working (paid or voluntary) in the cultural, community development or heritage sector.
2. Excellent oral and written communication skills educated in English GCSE or equivalent grade C/5 and above, with an overall education of A level or equivalent.
3. Experience of using computerised systems including MS Excel, MS Word, MS Outlook, social media platforms and the internet.
4. Experience of project management.
5. Experience of dealing with the public both on the telephone and face to face in a confident and friendly manner.
6. An excellent team player.
7. Excellent communication and customer care skills.
8. Ability to work under pressure whilst displaying flexibility and a calm approach.
9. An understanding of the Council's Value and behaviours and ability to ensure that they are central to the service.
10. An approach which is inclusive and acknowledges the Council's public sector duty under the Equality Act 2010.
11. A passion for culture with creative and innovative solutions and ideas, whilst ensuring attention to detail and quality outputs.

Desirable

1. Experience of working in local government.

2. Knowledge of external funding programmes and the grant process.
3. Experience of running activities/workshops/events.
4. Experience of financial management.

Complexity and Creativity

The post holder will be expected to assist in the delivery of initiatives that assist in improving the economic viability and sustainability of Priory House as well as the Town Council's overall cultural offer.

This role covers a high-profile area of the Council's range of services and under the guidance of the Cultural Services Manager the post holder will assist in the delivery of cultural services and events at Priory House and other locations across the town.

This role will be required to work regular evenings and weekends and may be required to work additional hours for which payment will be made or time off in lieu may be taken in accordance with the needs of the Council.

Judgement and Decisions

The post holder will be closely supervised by the Cultural Services Manager and Operations and Functions Manager, and all judgements and decisions will be routine in nature.

Contacts

Internal – 50% - All Town Council staff

External – 50% - Priory House customers and suppliers