



**ROSETTA
ARTS**

**Programme & Courses
Manager**

About Rosetta Arts

Rosetta Arts is an Arts Council England National Portfolio Organisation and is proud to be a dynamic organisation, delivering exciting, innovative and creative courses, workshops and experiences for underrepresented and marginalised people in Newham and wider East London. We reach out to those who otherwise have little access to the rich and transformative benefits of the arts and education; working across gender, disability, age and class; we respond to poverty and inequality by acting as a catalyst for creative talent.

At our home base in West Ham, Newham, we have several art spaces and studios including a ceramics studio with kilns, photography studio, darkroom and a gallery. Our work centres around visual arts and crafts across a wider range of artforms including ceramics, photography, drawing, painting, mosaics, printing, and greening.

Our key delivery pillars centre around;

1. Creative wellbeing.
2. Inclusive opportunities for children and young people.
3. Artist and creative sector development.

This is an exciting time to join Rosetta Arts on our new journey - over the past year, we've gone through a period of reflection and organisational development and we feel we now have the building blocks in place to reboot our exciting programmes. We have a skilled, dedicated and friendly new staff team; eight committed new Trustees and a new interim Chair - all of this is bringing new focus, passion and energy.



Programme & Courses Manager

Role summary

Post title:	Programme & Courses Manager
Salary:	£34,000 FTE
Duration of role and hours:	0.8 FTE (28 hours per week) – Please note that one of your working days will be on a Saturday . Remaining hours can be worked flexibly across the week.
Length of Contract:	1 year contract with opportunity to be extended.
Start date:	As soon as possible.
Annual Leave:	28 days pro rata (inclusive of 8 statutory holidays per annum).
Notice period:	2 months
Line Managed by:	Deputy CEO
Manages/Supervises:	Volunteers, freelance tutors and art technicians, working closely with the Projects and Admin Assistant.
Office base:	Projects will incur travel to other sites and venues throughout East London.
Benefits	Pension scheme, professional development budget (on completion of probation).



About the role

We are looking for a proactive and experienced **Programme and Courses Manager** to lead our programme of courses and workshops delivered from our base at the Gainsborough Learning Centre in West Ham, and from satellite spaces in East London. This will include a new Saturday offer featuring income generating art classes, workshops and masterclasses, a free drop-in community 'Togetherness Cafe' and a new commercial offer for corporates and children's birthday parties.

This role will also lead on launching and managing 3 **membership models** for local artists to access our Ceramics, Art and Photography studios, and launching an online gallery and artists' shop.

Rosetta Arts is an NCFE accredited centre and we deliver entry level, level 1 & 2 courses in a range of art subjects. We are looking to relaunch **accredited courses** in September 2025. Ideally, the post holder will have experience of running accredited courses and everything that comes with that such as course development, tutor CPD, internal and external quality assurance, and liaising with bodies like NCFE.

It would be a bonus if the post holder has experience in developing an **income-generating corporate arts offer**, birthday parties and workshops. This is an exciting opportunity for an entrepreneurial person to make this new role their own.

If this role sounds like something you are excited about, please get in touch. We know how much work a job application is, and we want to say thank you for that in advance.

Main Duties and Responsibilities

This list of tasks is not exhaustive and is subject to regular review.

- Develop and manage our programme of activities at our building in West Ham - including exhibitions in our Humble Gallery, and activities at a possible new satellite space in East London.
- Lead on our membership scheme (ceramics, photography, art) including coordinating technicians and space bookings.
- Develop and implement commercial classes and courses (corporate offer, birthday parties, masterclasses).
- Contribute to our overall strategy and fundraising efforts.
- Line manage artist educators, tutors, art technicians, and volunteers as necessary.
- Act as Safeguarding Lead and be responsible for health & safety, risk assessments, fire marshalling and first aid, etc.
- Oversee our volunteer programme with our Communities Producer.
- Plan and coordinate advertising, marketing and community engagement to effectively reach target audiences.
- Manage Saturday activity on a weekly basis.



Personal Specification

The person specification is a picture of skills, knowledge and experience required to carry out the job.

Essential experience, skills and knowledge

Please use this as a guide for formatting your application.

- Experience of working as a cultural producer, arts project manager or arts building manager (minimum 3 years experience).
- Experience of financial management, including invoicing, setting up and monitoring project budgets.
- Proven track record of successful project management with strong planning, project management and evaluation skills, including managing projects and operations in a building.
- Excellent and demonstrable organisational, coordination and administration skills including planning and project management tools.
- Knowledge and experience of all aspects of setting up, marketing and running accredited courses.
- Experience working with a wide range of service users, across age, gender, disability, ethnicity and social backgrounds.
- Clear communication skills and ability to adapt communication styles to a wide range of stakeholders including participants, tutors, parents, funders, volunteers, and corporate businesses.
- Empathy and ability to positively work with people that may be neurodivergent, vulnerable or have Special Educational Needs or Disabilities (SEND).
- Ability to be hands on in delivery and/or to delegate to others.
- Experience of HR processes such as DBS checks, contracting and line managing freelancers.
- Relevant Health & Safety and Lead Safeguarding training and experience.
- Excellent IT skills.
- Strong knowledge of the community and creative landscape within Newham and/or East London.

Desirable experience, skills and knowledge

- A self starter, able to take initiative, develop ideas and make decisions.
- Commercial strategic acumen and the ability to spot areas for growth. Ability to translate this into robust plans.
- Experience of developing and delivering an income generating corporate offer.
- Experience of stakeholder mapping and audience development planning.
- Experience of working with and communicating with schools and strong understanding of cultural education.
- Understanding of marketing, branding, visual identity and digital innovation, and experience of delivering digital opportunities.
- Experience of online booking systems and/or E-commerce.
- Experience of recruiting and managing volunteers.
- A passion for Rosetta Arts and the work we produce, including the aim to reach out to underrepresented communities and ensure everyone has a chance to be creative, and improve wellbeing through the arts.



Additional requirements

- A good team player.
- Willingness and ability to work every Saturday.
- As this role is very much linked to the building, the post holder will be required to work on-site.
- Duties may vary from time to time without changing the nature of the post or the level of responsibility. The post-holder may also be required to carry out any other duties appropriate to the grading of the post.
- This role will involve working with children and vulnerable adults and will require an Enhanced DBS check, which we will arrange. Please see attached Self-Disclosure form and our Safeguarding Children and Vulnerable Adults Policy.



Applications

To apply for this job, please:

- Download the **Application form** and **Equal Opportunities forms** from our website.
- Complete the **Application form**, using the person specification above to explain why you should be appointed to this role.
- Complete the **Equal Opportunities form** (this will be kept separate from the selection process)

Email both forms to info@rosettaarts.org by the deadline of 6 December 2024 at 5pm. Please put "**APPLICATION PROGRAMME & COURSES MANAGER**" in the subject line of your email.

Equal Opportunities

Rosetta Arts is committed to being an equal opportunities employer and recognises the importance and advantages of diverse workplaces and communities. We particularly encourage applications from groups who are underrepresented in the cultural sector including working class people, disabled people, and people from ethnically diverse backgrounds.

If you feel that this applies to you, please indicate in your application email.

The closing date for applications is 6 December 2024 at 5pm.

Interviews will be held between **9-16 December 2024** at a location in Newham.

If you would like an informal conversation about the role, please contact Jan De Schynkel, CEO, jan@rosettaarts.org

