Programmes Curator

Job Description

July 2023

## Programmes Curator

**Overview**

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| **Reports to** | Director |
| **Hours** | 4 days per week, or equivalent hours flexibly. Some additional time needed to cover events and offsite activities. |
| **Salary** | £25,600 - £27,200 per annum (£32,000 - £34,000 Full-time equivalent (FTE)) |
| **Contract Type** | Permanent |

**About the role**

To lead the strategic development of Metroland Cultures’ work with our communities, which includes our programmes with young people, artists, and community partners. This role will shape and deliver opportunities for them to engage in the arts and culture as audiences, participants, artists, and leaders. It will also play a key role in the Brent Biennial, working closely with the Biennial Curator to develop commissions in collaboration with community groups.

**About Metroland Cultures**

Metroland Cultures is an arts charity based in and serving the London Borough of Brent.

**Vision:** That Brent is known globally for its arts and culture, and its people and communities are recognised and celebrated for shaping it.

**Mission**: To build, share and support art and culture in Brent: supporting communities to amplify stories of Brent life, and working with artists to tell new stories.

Four building blocks inform our approach:

1. We start with Brent people and celebrate what’s already here. Our work is grounded in the stories, needs and histories of people. We listen, learn and act with our community. A big part of Brent cultural life is people doing it for themselves. We find ways to support people who are doing this.
2. We connect artists with communities. We bring artists and grassroots organisations together, to hold conversations about what the borough needs, and use art to make it happen.
3. We stand for social justice. We make space for difficult conversations, and work towards dismantling inequality anywhere we find it including at Metroland. We want everyone to be able to access the culture we make.
4. We’re on the side of the future. Brent has one of the youngest populations in London, so our work has to equip young people with the skills and confidence that they have the right to make art and culture.

Our intention is for our programme to sit at the intersection of art and community. We test and pioneer new approaches that centre partnerships, strategies and approaches for community and artist collaboration. We do this through the Brent Biennial, a young people’s programme, and an artist development programme. At the heart of everything is a culture of learning, development, and transparency with our constituencies.

## Core Duties and Responsibilities

* Lead on the development, design, and delivery of our annual community programmes: Peer-to-Peer, Metroland Young Associates, and a biannual programme of Community Commissions.
* Oversee the overall strategy for engaging communities in Metroland’s activities as audiences, participants, artists, and leaders.
* Map the needs of communities in Brent through demographic research and drawing on the work of service providers for young people to identify targets for engagement and skills development.
* Develop, deliver and project manage events, activities, and programmes that widen engagement with Metroland’s activities.
* Work closely with the Deputy Director and Digital Content Curator to develop messaging and strategies for communication that engage young people with Metroland’s work.
* Develop relationships with key service providers and stakeholders relating to communities in Brent and identify opportunities for partnership.
* Contribute to the measurement of Metroland’s impact and the development of our Evaluation Framework.

**Programmes**

* Build on and refine the existing Metroland Young Associates and Peer-to-Peer programmes.
* Working closely with the Director, develop a programme of Community Commissions.
* Embed artist-led, or artist-centred, approaches across all programmes.
* Maximise opportunities to embed the community in the delivery of our work across a range of roles (e.g., producing, programming, curating, technical work, design, content creation etc.).
* Ensure a robust recruitment drive through cultivating referral partners and self-referral processes that reach under-represented participants and artists.
* Create a wraparound support package for the Metroland Young Associates and Peer-to-Peer programmes.
* Oversee and support the practical delivery of cultural activity initiated by Peer-to-Peer and Metroland Young Associates.
* Ensure robust safeguarding and pastoral support for young people with a range of needs and complex lived experiences.

**Advocacy**

* Be a vocal advocate for the value of arts and culture as a key aspect of just societal transformation at Metroland Cultures events and other events, where required.
* Speak in support of the needs of Metroland’s communities with key stakeholders in Brent and beyond.
* Represent Metroland Cultures at events in Brent and beyond to share Metroland’s work and influence practice in the arts and other sectors.

**Personal development**

* Continually develop skills in artist development, community organising and youth work through relevant training.
* Develop awareness of approaches to participation through relevant research and training.
* Develop relationships with peers in Brent and across the UK, in community organising and youth arts engagement, for mutual support.

**General**

* Maintain contacts with community partners and programme participants through our CRM system, while adhering to GDPR and Metroland’s Data Protection policy.
* Assume the role of named Safeguarding Officer (Children, Young People and Adults at Risk) for Metroland Cultures, ensuring policies are up to date and enacted, staff receive appropriate training, safeguarding risk assessments are in place, and escalated incidents are dealt with swiftly and professionally, with robust paper trails.
* Keep abreast of best practice in the arts and culture sector nationally and internationally.
* Keep abreast of Brent’s voluntary community sector and challenges the borough faces.
* Ensure that Metroland Cultures’ policies and procedures, with respect to Safeguarding, Health & Safety, Equality Diversity, and Inclusion, Environmental and Data Protection, are updated and adhered to across all programmes.

## Person Specification

### Essential

**Experience:**

* Experience of working with young people, and/or communities, in a charitable, voluntary or community setting.
* Experience of developing and delivering education and training programmes for young people, or others, with varied lived experiences and needs.
* Experience of project management with evidence of having delivered work on time and to standard.
* Experience of organising and delivering public events for a range of audiences.

**Key Skills & Knowledge:**

* Excellent interpersonal awareness – ability to listen well and appreciate a viewpoint or opinion that is different from one’s own.
* Good communication skills – able to speak and write with clarity, conviction, and passion. We recognise the diversity of communication styles and welcome a range of approaches.
* Awareness of the specific opportunities and challenges for young people in Brent.
* Knowledge of best practice in safeguarding for young people.
* Strong research skills and the ability to compile and present data in support of evidence-based strategies and policies.

**Personal Qualities & Values:**

* Self-starter with ability to take initiative and work independently.
* Ability to work collaboratively in a team.
* Passion for social justice.
* Enthusiasm for the arts and commitment to the value of participation in the arts for healthy society.
* Positive enthusiasm for working with communities with a diversity of lived experiences and experiences of marginalisation.
* Demonstrable commitment to Equality, Diversity and Inclusion and ability to cultivate an inclusive organisation and influence the wider arts and cultural sector.
* Engagement in current discussions around social justice, transformative justice, climate justice and disability justice.
* Self-motivated and adaptable.
* Critical thinker able to express knowledge and opinions respectfully and persuasively.
* Self-reflective and motivated by personal development.

### Desirable

**Experience**

* Experience of working in Brent or other areas with similar demographics / experiences of marginalisation.
* Experience of working in an arts organisation in any public-facing capacity.

**Key Skills & Knowledge:**

* Knowledge of community engagement practices in the arts.
* Understanding of structures of local government and politics.
* Understanding and engagement with current debates around of systemic and structural exclusions in the arts.

The successful applicant will need to take a satisfactory Enhanced DBS check.

## How to Apply

Application is by submission of the application form, a full curriculum vitae (maximum 2 pages) and a covering letter of application (maximum 4 pages), addressing the job description and person specification, and including suitable daytime and evening telephone contact details. Please ensure you do tell us why your experience, skills and interest make you the best candidate for this job. Include details of any notice periods that would need to be served.

Completed applications should be sent to [hello@metrolandcultures.com](mailto:hello@metrolandcultures.com). If you would like to have a discussion regarding the role, please email with your phone number and details as to a suitable time to call.

All applicants are requested to submit a completed Equal Opportunities Monitoring Form with their application. The information provided will be handled in the strictest confidence and will only be used for statistical monitoring purposes.

**Key dates.**   
Closing date for applications 31st August at 17.00

Interviews – week commencing 7th September 2023 and will be in person at Metroland Studios, 91 Kilburn Square, London NW6 6PS (please check our website for instructions on how to find us).

## Organisation Chart