

## Job Description

<b>Job Title:</b>	Studio Officer
<b>Reporting to:</b>	Studio & Community Programme Manager

### Vision, Mission, and Values

All British Ceramics Biennial team members work within the spirit of and contribute to the delivery of our vision, mission and core values.

### Our Vision

Making change through clay

### Our Mission

To develop, sustain and expand innovative ceramics practice and improve lives together with artists and creative communities

### Our Values – The Way We Work

- Bold
- Accountable
- Welcoming
- Significant
- Grounded
- Inclusive
- Connected
- Collaborative

### Job Purpose:

Through a proactive approach, manage the operational procedures for the BCB Studio and oversee the safe and successful running of the studio and studio-based programmes in line with strategic plans and objectives. Line manage and support the Studio Assistant. Run the BCB Studio during weekly Open Studio sessions and collaborate with colleagues on the scheduling and delivery of additional studio-based activities.

Ensure the BCB Studio is a welcoming and inclusive space for all users and facilitate the participation of a diverse range of participants and the involvement of a range of partners in BCB Studio programmes. Work with colleagues to support effective evaluation of studio activities and securing funds for studio projects. Contribute to other initiatives as appropriate.

### Responsibilities:

1. Contribute to and oversee the day-to-day effective running of the BCB Studio, including management of utilities, waste, equipment, stock and resources in line with the agreed operation procedures and Environmental Responsibility Policy.
2. Run the BCB Studio for all Open Studio sessions in a safe, effective and welcoming manner, including ensuring open studio tasks are undertaken and recorded.
3. Communicate effectively with users of the BCB Studio and relevant stakeholders (including Open Studio members, Associate Artists, BCB staff and Spode Site managers) to keep them updated on relevant studio operational matters.
4. Effectively line manage the Studio Assistant, agree work targets, agree TOIL/annual leave, undertake 1:1s and provide coaching and personal development opportunities, ensuring their skills and abilities are utilised to best effect.
5. Oversee the BCB Studio calendar to ensure effective use of the space.
6. Manage BCB Studio sales/financial processes including kiln use, clay purchasing and membership fee payments.
7. Collaborate with colleagues to support delivery of programmes which utilise the BCB studio including organising participants, equipment and material requirements where required.
8. Liaise with Spode Site managers to facilitate site procedures including evacuation processes and fire alarm, water and emergency lighting testing.
9. Contribute to plans to enhance, broaden and maximise the use of the studio, raising its profile and increasing revenue generation, including designing and running open studio taster events.
10. Support process to ensure each studio activity has measurable outputs which contribute to BCB's impact framework, EDI, fundraising, environmental and marketing aims and facilitate collection and recording of data.
11. Support the recruitment and management of artists, trainees, volunteers and others so that they make a beneficial contribution to the success of the BCB Studio.
12. Ensure that all relevant legislation is observed in running the studio and delivering programmes, including safeguarding, health and safety, Equality Act and UK GDPR compliance.
13. Ensure environmental and health & safety risk assessments are in place and align with BCB procedures.

14. Manage and maintain accurate records of usage of the BCB Studio and collaborate with colleagues to ensure accurate and timely recording of programme outputs and KPI targets.
15. Maintain accurate records of any financial transactions and report financial information to relevant colleagues, ensuring that all activity is delivered on time and on budget.
16. Share responsibility with colleagues and the Operations Manager for the management and delivery of the Biennial programme and public events, integrating studio facilities and programme elements where relevant.
17. Share responsibility and work with the Studio & Community Programme Manager and Head of Business Services to deliver studio elements of the Environmental Responsibility Policy.
18. Develop and maintain positive working relationships with partners, funders and stakeholders and where appropriate represent BCB during studio visits.
19. Work with the Communications & Audiences Manager to identify marketing and communications opportunities stemming from studio programmes. Assist with the production of copy for website, social media and other channels where required.
20. Collate and provide information for funders monitoring and reporting requirements where required.
21. Oversee the legal, safe running of the BCB electric van.
22. Contribute to internal debriefs, evaluation and critical assessment reports for the BCB Studio where required.
23. Contribute to the dissemination of learning and experience via relevant channels, including professional networks, conferences, events and case studies, to share best practice and raise the profile and reputation of BCB.

**General Requirements:**

- Contribute positively and work in accordance with BCB's culture, values, aims and objectives
- Work diligently to meet the requirements of this job description
- Always seek to continuously improve so that the highest quality standards are achieved
- Participate positively in internal/external events, meetings and training as required
- Positively participate in one to ones and appraisals
- Ensure that relevant policies, procedures and working practices are adhered to at all times
- Act as a positive ambassador for BCB
- Positively contribute to BCB's team working environment, taking ownership of issues and supporting colleagues where appropriate
- Be flexible and willing to undertake any other duties that may be reasonably required
- Positively contribute to the evaluation of the impact of BCB programmes and other key business plan objectives.

NB: This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed in consultation with the employee. As a general term of employment, BCB may affect any necessary change in job content, or may require the post holder to undertake other duties, provided that such changes are appropriate to the employee's remuneration and status.

In accordance with BCB's Safeguarding procedures, this position requires a basic DBS check.

I confirm that I have read and accept the duties and responsibilities contained in this job description

**Name (Please Print)**

**Signed**

**Dated**

## Person Specification

Qualifications	Essential	Desirable	Method of Assessment*
Graduate and/or relevant professional qualification (relevant experience may compensate)		*	A, C
Willing to undertake further professional training to keep informed of best practice	*		I

Experience	Essential	Desirable	Method of Assessment*
At least two years' experience of ceramics studio work	*		A, I
Managing resources (material and financial) responsibly and maintaining accurate records	*		A, I
Setting and achieving deadlines, managing simultaneous tasks and objectives	*		A, I
Working positively as part of a team	*		A, I
A good understanding of devising and implementing studio-based programmes	*		A, I
Working effectively with a diverse range of members of the community, including children/young people and adults at risk.		*	A, I
Planning and delivering a variety of programmes and solving problems as they arise	*		A, I
Working with a broad range of people, including those with limited previous exposure to creative practice and people impacted by complex and sensitive situations		*	I
Working effectively with colleagues, artists, volunteers and partners	*		I
Detailed and accurate record keeping	*		I
Working within a delivery framework which satisfies both the requirements of participants and funders		*	I

Knowledge & Skills	Essential	Desirable	Method of Assessment*
Ability to generate ideas for and contribute toward innovative studio programmes	*		A, I, AT
Excellent verbal communication skills – able to engage others in an appropriate manner	*		I
Excellent written communication skills		*	A, I, AT
Understanding of how to most effectively engage members of the community in a variety of programmes		*	I
Able to personally deliver and facilitate creative programmes and activities	*		I
Able to understand ceramic processes and communicate them effectively	*		I
Skilled at nurturing productive partnerships	*		I
Understanding of health and safety requirements	*		I
Understanding of environmental management requirements		*	I
Able to work effectively and productively with a range of individuals and partner organisations	*		I
Understanding of how to adapt delivery to meet diverse needs		*	I
Understanding of performance reporting (analytics) processes and evaluation uses		*	I
Understanding of UK GDPR, safeguarding, Data Protection and Equality Act regulations	*		I

Personal Attributes	Essential	Desirable	Method of Assessment*
Excellent interpersonal skills – able to effectively engage and motivate others	*		I
Able to work calmly and professionally under pressure	*		I
Team player – work efficiently and effectively with colleagues and associates	*		I
Appreciation of the need for equality of opportunity for all – able to tailor approach accordingly	*		I
Excellent attention to detail and accuracy	*		I
Ability to use initiative, work independently and take ownership of actions	*		I
Enthusiasm for the work of BCB	*		I
Creative flair	*		I
Proactive approach, a self-starter	*		I
Operates with integrity and honesty at all times	*		I
Strongly identifies with BCB's core values and able to champion them	*		I

\* A – Application / C – Certificate / I – Interview / AT - Assessment Test