

**paintings** in hospitals

## **Job Description**

**Job Title:** Head of Programmes

**Responsible to:** Director

**Key Relationships:** Regional Administrator, Regional Coordinators, Collection Technician, Regional Committee Members, Administrator: Office and Gallery, fundraising colleagues, healthcare partners, art and gallery partners, volunteers, interns and supporters.

**Main Purpose of Job:** To develop and deliver strategically significant projects, commissions and partnerships in support of the charity's aims. To contribute to the charity's strategic plan whilst also overseeing the operational delivery of the charity's services across the UK.

To curate the charity's loan collection and to oversee the evaluation of the charities activities so that they continue to engage and inspire the people and communities that we support.

**Hours:** 37.5 hours per week. This may include some evenings and weekends.

## **Major duties and responsibilities:**

- To develop and maintain strategic relationships with artists, collectors, museums, galleries, healthcare and social care partners in accordance with the charity's wider strategic goals and business plan.
- To develop and implement a bold artistic vision for the charity's loan schemes and interactive projects and provide input into the charity's strategic plan.
- To prepare annual business plans with the Director, setting KPIs, budget forecasts and supporting activities in relation to the "Head of Programmes' responsibilities.
- To develop and implement a rigorous and bold acquisitions and disposals strategies, reviewing related policies on a regular basis.
- To oversee the operational delivery of the charity's loan schemes, ensuring that key performance indicators are met.
- To line manage the Regional Coordinators and Regional Administrator and to provide support in the delivery of the charity's activities.
- To develop proposals and commission projects that support the charity's strategic aims, e.g. exhibitions with museums, artist residencies activities and educational and engagement workshops
- To develop the charity's regional network through brokering partnerships with large regional hospitals, developing new collections and recruiting additional regional volunteers.
- To develop the charity's evidence base by developing and implementing evaluation programmes, surveys and writing case studies.
- To curate the charity's loan collection and to facilitate the acquisition of high quality and strategically important artworks (usually by donation) from artists, collectors, galleries and museums
- To oversee an annual audit of the collection to ensure that framing, labeling and display standards are being met across the UK.
- To ensure the accuracy of all records kept on the database in respect of the collection are accurate and that all written materials are filed correctly.
- To carry out an annual valuation of the loan collection and liaise with the Director to arrange appropriate insurance.
- To oversee the framing and conservation of all artworks in the collection.
- To oversee the de-accession and disposal of artworks in accordance with the charity's collection policy.
- To ensure that all lost or stolen artworks are reported to the Director, and the Art Loss Register, in a timely manner.
- To oversee the production of publicity materials for the charity's loan schemes and projects including the production of the charity's volunteers newsletter
- To ensure the charity's loan schemes and projects are promoted via the charity's online platforms, social media, arts in health networks and the press.
- To manage a budget for the delivery of the charities activities and to provide accurate management reports when required.

- To develop and implement new services and activities in accordance with the charity's strategic and business plans.
- To support the Director in developing a case for donation appeals, grant applications and sponsorship opportunities.
- To network with local and national organisations and to represent the charity at relevant events.
- To maintain an awareness of the programmes being implemented across the art and arts in health sectors and to support the Director in identifying opportunities for the charity.
- To implement projects and achieve KPIs as directed.
- Such other tasks as may be required from time to time.

## Person specifications

Requirements	Essential	Desirable
<b>Education / Qualifications</b>	Educated to degree level in a related subject (fine art, history of art etc.)	Post graduate qualification in curatorial studies or arts management
<b>Experience</b>	<p>A minimum of 3 years experience within a curatorial role and/or similar role within an arts organisation</p> <p>Experience in contemporary art history/ theory</p> <p>Experience in collections management (cataloguing, acquisitions, de-accessions, care of collections &amp; conservation)</p> <p>Experience in designing and implementing projects and events</p> <p>Experience in preparing press releases, text panels, marketing materials and fundraising applications.</p> <p>Experience of managing a small team.</p>	<p>Experience within the volunteer/ not for profit sector</p> <p>Experience of working within a healthcare or social care environment.</p> <p>Experience in commissioning artworks.</p> <p>Contacts and connections within the visual arts across the UK.</p> <p>Experience of working at a national level with regular travel outside London.</p>
<b>Knowledge</b>	<p>Knowledge of contemporary British artists and art theory.</p> <p>Knowledge of the charity sector.</p> <p>Knowledge of the issues affecting the UK healthcare and social care sectors.</p> <p>Understanding of the arts in health sector.</p>	<p>Understanding of how the arts and arts in health activities improve health and wellbeing.</p>
<b>Skills / Abilities</b>	<p>Excellent interpersonal skills, including the ability to relate well to people from a variety of backgrounds</p> <p>Excellent communicator able to provide and receive highly complex, sensitive or contentious information</p> <p>Excellent negotiation skills with ability to gain agreement or cooperation with a wide range of stakeholders</p> <p>Ability to work across complex environments and on multiple level activities at any one time</p> <p>Ability to work to tight deadlines</p> <p>Ability to write accurate and compelling reports</p> <p>Good IT application skills specifically in Microsoft Office software (e.g. Word / Excel / Outlook / Photoshop, CRM database)</p>	<p>Experience in managing data and data management systems.</p> <p>Experience of developing and implementing bold artistic visions.</p> <p>Experience in using the IT application Salesforce</p>
<b>Physical</b>	Able to carry the duties of the post with or without adaptations	
<b>Other requirements</b>	Positive, confident attitude, committed and able to motivate others	

## **Additional information**

### **PAINTINGS IN HOSPITALS**

Paintings in Hospitals uses art and creative activities to improve the health, well-being and quality of life for people with addiction, illness, disability and autism. Every year the charity benefits the lives of millions of people across the UK by relieving sickness, anxiety and stress.

Established in 1959, Paintings in Hospitals has grown into a leading arts in health organisation. We have a diverse collection of 4,000 original artworks and deliver interactive art projects that help transform the experience of service users. We firmly believe in art's contribution to the healing process and evaluate the impact of our work.

Every year our work brings comfort and reassurance to over 1.8 million people across the UK. We work across a range of sectors, including hospitals, hospices, care homes, GP surgeries, cancer centres, alternative therapy centres and special needs schools.

Paintings in Hospitals is recognised by the Department of Health, NHS and Arts Council England as a leading provider of arts in health services. We are the partner organisation of Arts Council Collection and have relationships with the Victoria & Albert museum, The London Transport museum and The Contemporary Art Society (London & Wales).

### **CONFIDENTIALITY**

Staff employed by Paintings in Hospitals have a duty to keep sensitive information about clients/ hospitals and employees in the strictest confidence. Under no circumstances should such information be discussed with any unauthorised persons. Failure to maintain confidentiality can lead to disciplinary action.

### **EQUAL OPPORTUNITIES**

It is the aim of the charity to ensure that no job applicant or employee receives less favorable treatment on the grounds of sex, race, colour, religion, marital status, sexuality, age or disability, or is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the charity has an Equal Opportunities Policy and it is for each employee to contribute to its success.

### **HEALTH & SAFETY**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for other employees and visitors.

**This job description is not exhaustive and will be reviewed and amended with the post holder when necessary.**

**Signed:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_