

Person Specification

POST:	Market House Studio Co-ordinator	GRADE:	7
DIRECTORATE:	Communities	POST NO:	

COMPETENCIES (All competencies listed are essential to the post)	METHOD OF ASSESSMENT (Application Form/ Interview/Test)
Working Collaboratively	
Works with our partners and the community to achieve the best outcomes in a seamless way.	Interview
One Team One Council	
Encourage a culture of participation where staff feel empowered and valued.	Interview
Builds effective relationships outside immediate team.	Interview
Creates good customer relationships and demonstrates the highest level of customer care.	Interview
Shares a sense of pride in the work of the Council.	Interview
Communicates effectively.	Interview
Professional and polite and earns the respect of management and colleagues.	Interview
Work Smart	
Ensures public money is spent in the smartest way possible.	Interview
Participates in corporate working to ensure integrated service provision.	Interview
Demonstrates a positive can do approach.	Interview
Embraces a culture of continuous improvement.	Interview
Is accountable and transparent and takes responsibility for own actions.	Interview

COMPETENCIES (All competencies listed are essential to the post)	METHOD OF ASSESSMENT (Application Form/ Interview/Test)
Works flexibly and is receptive to new ideas and different ways of working.	Interview
Demonstrates integrity, honesty and trustworthiness as set out in the Council's Code of Conduct.	Interview
Evaluates and manages operational risk.	Interview
Brings commerciality into everyday thinking.	Interview
Organised in terms of prioritising and completing work.	Interview
Takes responsibility for own personal development.	Interview

QUALIFICATIONS	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT (Application/Interview/Test)
Degree level – Arts or Business degree	ESSENTIAL	Application/Interview
Level 2 English and math's (equivalent to GCSE grades 9 to 4 or A* to C)	ESSENTIAL	Application/Interview

SKILLS/KNOWLEDGE/ABILITIES	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
Effective personal communication and presentation skills, both verbal and written	ESSENTIAL	Application/Interview
Good organisational skills and the ability to meet tight deadlines	ESSENTIAL	Application/Interview
Good programming knowledge	ESSENTIAL	Application/Interview
Curatorial knowledge	DESIRABLE	Application/Interview
Ability to prioritise work-loads and work under pressure of deadlines	ESSENTIAL	Application/Interview
Ability to complete general clerical/administrative work	DESIRABLE	Application/Interview
Ability to managing financial transactions	ESSENTIAL	Application/Interview
The ability to lead and chair meetings	DESIRABLE	Application/Interview
Knowledge of VAT	DESIRABLE	Application/Interview
Knowledge of the Landlord and Tenant Act.	DESIRABLE	Application/Interview

Facilities Management skills	DESIRABLE	Application/Interview
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EXPERIENCE	ESSENTIAL / DESIRABLE	METHOD OF ASSESSMENT (Application/Interview/Test)
Previous experience of working within a studio context	ESSENTIAL	Application/Interview
Experience of working in an arts Gallery or Museum	DESIRABLE	Application/Interview
Experience of devising and installing exhibitions	DESIRABLE	Application/Interview
Previous experience of working within a community setting	ESSENTIAL	Application/Interview
Managing or leading artistic workshops	DESIRABLE	Application/Interview

ADDITIONAL REQUIREMENTS	ESSENTIAL /DESIRABLE	METHOD OF ASSESSMENT(Application Form/ Interview/Test)
Regular and Reliable Service (the Council does not wish to employ individuals who have a poor history of attendance at work where there is no underlying medical reason for the absence)	ESSENTIAL	References
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues.	ESSENTIAL	Application Form/Interview

PREPARED BY: M.Hesketh	DATE: January 2020
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The Equality Act 2010 - Where appropriate, the duties may be reviewed where an applicant has a disability within the definition of the Act, or an existing employee becomes unable to carry out the full range of duties due to a disability