

Job Profile and Person Specification

Job Title:	Arts Manager
Reports to:	CEO
Department:	Arts
Salary:	£35,000
Hours	37.5 hours per week
Job Type	Permanent
Date:	March 2019

St George's Hospital Charity

As the star of "24 Hours in A&E", St George's University Hospitals NHS Foundation Trust is one of the best-known hospitals in Britain. St George's is also one of the country's largest teaching hospitals, treating over 500,000 patients every year, and has an international reputation for quality of care and cutting-edge treatment.

St George's Healthcare serves a population of 1.3 million across South West London. It offers a large number of services, including cardiothoracic medicine and surgery, neurosciences and renal transplantation, which cover a significantly wider population totalling around 3.5 million people. The hospital is one of only four Major Trauma Centres in London and in April 2014 the hospital helipad opened for operation - one of only two in London. St George's Hospital also hosts the St George's University of London which has almost 5,000 medical students and is responsible for training a wide range of healthcare professionals from across the region and carrying out advanced medical research.

St George's Hospital Charity is central to the Hospital's continued success. We provide vital support by:

- Enhancing the environment through refurbishments and building projects to create better conditions for patients, staff and visitors
- Funding research
- Helping to fund state-of-the-art equipment
- Supporting St George's staff through training and development.
- Managing the Arts Programme which delivers a wide range of engaging arts initiatives to support patients, families and staff

We support staff, patients and the surrounding communities, striving to achieve great science, excellent patient care and healthier communities.

Background To This Role

St George's Hospital Charity owns and manages the art within two hospitals of St George's University Hospitals NHS Foundation Trust. The collection of nearly 900 works is based on the premise that it has an important part to play in creating an educational and healing environment. The Charity is also keen to encourage greater engagement by patients, staff and visitors with its art through its live arts programme.

The Art Collection contains works by leading modern and contemporary British artists including Helen Chadwick, Albert Irvin, Richard Long and Anish Kapoor. It also has a number of historic works. The collection is particularly strong in contemporary prints but also includes works on canvas and sculpture. We continue to acquire work by established modern and contemporary artists, predominantly British.

The majority of the collection is on display and, as the hospitals develop, there is a constant demand for new work to hang in small units as well as major new building developments. Suitable works are selected for particular clinical areas and for the changing public spaces of the busy hospitals.

The arts team currently comprises of a Freelance Live Arts Co-ordinator, Curatorial Assistant, freelance artists and external contractors.

Job Summary

In conjunction with the CEO and in collaboration with those with specialist knowledge, you will develop and agree with Trustees through its Arts Committee an integrated arts strategy with educational and therapeutic purposes to benefit patients, visitors and staff of St George's University Hospitals NHS Foundation Trust. You will be responsible drawing up and implementing the arts strategy. As much importance will be given to the upkeep and management of the existing collection as to commissioning, acquiring and borrowing new works. There will also be a programme of education and outreach activities, including lectures and workshops. There will be a new emphasis on seeking the views and feedback from patients, staff and visitors as a means of collecting information future arts strategies. There will also be collaborative working with the charity's grants team and the fundraising and communications team to ensure that all parts of the charity work together to fulfil the charity's mission and strategic priorities.

Main Duties and Responsibilities

To support the development and implementation of the art strategy you will:

- Manage, appraise and develop art staff and volunteers; you will also manage the work of and relationship with any freelance consultants who give their specialist knowledge working on behalf of the Art Collection;
- Through collaboration, ensure the Charity commissions, acquires and borrows works appropriate to the different hospital environments, public and clinical areas; promoting and influencing the programme to benefit the health agenda;
- Develop a collections management programme that will conserve art works for future generations; taking due regard for security, storage, labelling, movement of works etc.
- To deliver, manage and champion the integration of art into the St George's University Hospitals NHS Foundation Trust Capital Projects, to help achieve environments that incorporate art works and new designs where appropriate.
- To prepare design briefs, contractual agreements, service level agreements, maintenance agreements and health & safety risk assessments.

- Ensure that the annual inventory and a conditions check of the Art Collection is undertaken;
- Support the charity's auditors' requirements and organise valuations if needed;
- Ensure the Art Collection's database is up to date and working effectively;
- Produce materials, catalogues, website copy and other communication media in support of the Art Collection and in collaboration with others;
- To develop an evaluation strategy of the participatory arts programme and evaluation methodology for future programmes. To ensure that quantitative and qualitative data is provided for internal and external reports;
- Find ways to disseminate lessons learnt to benefit others using art in healthcare settings;
- Work to the budget agreed by Trustees;
- To attend monthly Capital Projects meetings (St George's University Hospitals NHS Foundation Trust)
- Report to the Arts Committee on all matters concerning the Art Collection and utilise their areas of expertise;
- Ensure that the Arts Committee meetings are properly run, administered and minuted in accordance with their terms of reference;
- Develop and implement a programme of education and outreach activities with an effective means of monitoring their effectiveness – these may include workshops, exhibitions and lectures;
- Develop and maintain a programme of lending and borrowing works;
- In collaboration with the fundraising and communications team, realise opportunities to share contacts and events to the mutual benefit of both teams; build with them a database of supporters and stakeholders, as well as establish an integrated marketing and PR plan;
- Develop strategic relationships with external partners such as arts and health organisations, local voluntary bodies.

Staff Management

- To have overall responsibility for the management of Freelance Live Arts Co-ordinator, Curatorial Assistant, freelance artists, external contractors and volunteers.
- To ensure staff receive appropriate training.
- To ensure that individual performance review programmes are in place and ensure objectives are met.



This document is not a set of terms and conditions of contract but a comprehensive guide indicating core responsibilities and accountabilities attributed to the role. We expect all our employees to share the values that are important to the Organisation and behave in a way that reflect these in keeping with the Competency Framework.

All applicants for SGHC employment are required to declare any involvement, either directly or indirectly, with any firm, company or organisation which has a contract with SGHC or the Trust. Failure to do so may result in an application being rejected, or - if it is discovered after appointment that such information is being withheld - it may lead to dismissal.

The Employee will have access to confidential information which may only be disclosed to parties entitled to receive it. Information obtained during the course of employment should not be used for any purpose other than that intended. Unauthorised disclosure of information is a disciplinary offence.

SGHC and the Trust are regulated organisations, and as such all Employees must have their criminal record checked and their name checked against the Sex Offenders Register.

You are required to comply with the regulations of the Human Rights Act 1998 during the course of your employment. Smoking is strictly forbidden on Charity and Trust premises, and is considered a disciplinary offence.