

Job Description

Ref no:

Job Title	Head of Arts, Mexico		
Directorate or Region	Arts	Department/Country	Mexico
Location of post	Mexico City	Pay Band	F
Reports to	Country Director Mexico	Duration of job	Indefinite

Purpose of job:

- To develop and deliver the British Council's strategy for the Arts in Mexico, building upon existing programmes and integrating our Arts offer with other British Council projects and programmes.
- To develop and maintain networks and relationships with Arts organisations in Mexico, the UK and the Americas, with a view to developing partnerships to deliver programmes and meet impact and income targets.
- To lead the Mexico Arts team and manage project delivery through partners and/or local delivery teams.
- To plan, promote, monitor and evaluate Arts programmes in Mexico and, as required, in the Americas according to corporate values, standards and guidelines.
- To work alongside other Heads of department in the planning and delivery of the Mexico Country Plan.

Context and environment:

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries in which we work, changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of English language, arts and culture, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body, and we have been in Mexico since 1943.

In addition to our teaching and exams businesses, we deliver a range of projects in English, Arts, Education and Society, and significant consultancy and teacher training programmes for both public and private sectors. In Mexico, we receive significant amounts of UK state aid, but an increasing share of our finances is generated through income.

After a rewarding UKMX Dual Year season in 2015 that increased the visibility of UK arts and strengthened cultural links with Mexico, an ambitious Shakespeare Lives Programme was delivered in 2016. These programmes consolidated our presence as a key player in the local cultural sector.

Our Arts programme now centres around fostering collaborative links between the cultural sectors in both countries, with an emphasis on entrepreneurship, innovation and social inclusion. We work with emerging talent and innovative players in Mexico and the UK, developing initiatives that encompass the British Council's global strategy, our regional focus areas and local needs.

Our Arts team in Mexico currently comprises three project managers focusing on different art forms and audiences, and two coordinators.

Accountabilities, responsibilities and main duties:

Programme Development and Delivery

- To identify and pursue opportunities for artistic collaboration and exchange between Mexico and the UK, raising the profile of UK arts and artists in Mexico and increasing agreed target audiences for British arts.
- To forge and maintain solid relationships with ministries, cultural and bicultural institutions, artists, curators, policy makers, programmers, producers, promoters, and relevant UK and EU organisations (including EUNIC).
- To devise, plan and evaluate a strategic portfolio of arts projects with the support of external delivery partners which meet project aims and targets.
- To identify, advise on and pursue relevant partnership and sponsorship opportunities.
- To contribute to the regional Arts strategy, leading on multi-country/regional programmes as required.

Team Leadership

- To effectively lead the Arts team in Mexico and ensure that deliverables are set according to plan and monitored regularly to meet overall Arts objectives.
- To identify professional development opportunities for the Arts team and support team members in their development.
- To perform at senior level within the Mexico leadership team.

Budget Management

- To manage and be accountable for planning, executing, monitoring and forecasting budgets in line with agreed plans.
- To identify and anticipate potential risks in achieving targets and report on them in line with country, regional and corporate requirements.

Marketing and Communications and Evaluation

- To ensure that the Mexico Arts programme is communicated effectively, both internally and externally.
- To ensure that the evaluation strategy across the Arts programme is implemented in accordance with corporate standards.

Arts and Society

- To work closely with Society team in order to ensure that relevant programmes are fully integrated between Arts and Society, particularly in areas of Creative Economy and Social Enterprise.
- To identify potential for further integration between Arts and Society programmes.

Duties must be carried out in line with the British Council's **Equality, Diversity & Inclusion** and **Child Protection** policies and any other relevant corporate policy. As the UK's international organisation for cultural relations we are committed to equality of opportunity and inclusion, to positive action to promote this, to mainstreaming equality and diversity principles and practice and to monitoring our progress. Developing relationships with people from a wide range of backgrounds is central to our work in the Arts. The post holder will be expected to engage proactively with the richness of this diversity and hence to play a lead role in delivering our corporate Diversity Strategy in Mexico.

Key relationships:

External: Public and private arts organisations; cultural departments in federal, state and city governments; arts-related media organisations and journalists; business corporations and foundations with an interest in the arts.

Internal: Country Director Mexico, Regional Arts Director, Mexico Arts and Society teams, Arts teams in the Americas Region and in the UK, Marketing and Finance teams in Mexico and the Americas.

	<p>includes planning, setting objectives, role modelling an inclusive culture, recruitment, development and performance management.</p> <p>Planning and organising (level 4) <i>Plans for the longer term:</i> Shapes forward plans for 3-5 years ahead for a major unit or multiple units, taking account of British Council strategy and the need to manage contingencies, risks and impact.</p> <p>Communicating and influencing (level 4) <i>Uses influencing techniques:</i> Uses formal and informal negotiating and motivation techniques to influence others' behaviour and persuade them to think and act differently, while respecting difference of view and culture.</p> <p>Managing projects (level 4) <i>Leads larger projects:</i> As above for medium-to-large and/or high-risk projects, coordinates a diverse team with awareness of equality and diversity impact as part of the project specifications and handles changes in specification or plan to meet unexpected circumstances</p>		<p>Requirements of the job, but not assessed for recruitment purposes</p>
<p>Experience</p>	<p>Sector expertise</p> <ul style="list-style-type: none"> • Solid knowledge, background and experience of working with a range of high-level strategic contacts in the Arts sector, preferably in both Mexico and the UK, and/or with international donors. <p>Project and programme management</p> <ul style="list-style-type: none"> • Proven ability to plan, monitor, implement and evaluate complex projects or programmes. • Proven ability to manage human and material resources to maximise business benefits. • Experience of supervising project managers, delivery partners and consultants. 	<ul style="list-style-type: none"> • Experience of bid writing and/or fund raising. • Experience of setting up quality assurance processes. 	<p>Shortlisting and Interview</p>

	Business planning and development <ul style="list-style-type: none"> • Experience of strategic planning and implementation of business growth plans. 		
Qualifications	<ul style="list-style-type: none"> • University degree in relevant field. • Ability to operate in English and in Spanish (both written and spoken) at a business level. Non-native speakers of English or Spanish should demonstrate a CEFR C1 level in their non-native language. 	<ul style="list-style-type: none"> • Project Management qualification. • Postgraduate Diploma in relevant field. 	Shortlisting and interview

Submitted by	João Guarantani, Senior Arts Advisor	Date	17 December 2018
--------------	--------------------------------------	------	------------------