

ARTS MANAGER BRITISH COUNCIL RWANDA

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 we work with. We work across Rwanda to create international opportunities in Education, Society, English and the Arts and to forge positive links between the people of the UK and Rwanda.

We are seeking to recruit an experienced individual who will contribute to development and implementation of British Council (BC) Rwanda's East Africa Arts programme. East Africa Arts is the British Council's framework for working between Rwanda, Tanzania, Kenya, Ethiopia, Uganda, Sudan and the UK. East Africa Arts shares skills of creatives, ignites the creation of new art to show to new audiences and brokers new connections between creatives in Eastern Africa and the UK. The role will report to the Programmes Manager Rwanda.

Main duties:

- The post holder will be responsible for planning, developing and executing the East Africa Arts programme to agreed timelines, costs and performance indicators;
- The post holder will be accountable to Head of Arts Kenya and Eastern Africa and Programmes Manager Rwanda for maintaining up-to-date programme activity plans and accurate finance spread sheets; creating and managing contracts for Rwanda stakeholder groups, working with regional Arts team to ensure and manage monetary and in-kind sponsorship for Rwandese East Africa Arts activity;
- The post holder will be responsible for identifying and keeping up-to-date database records of all appropriate Rwandese cultural partners for the British Council to engage with, thereby maintaining strong connections with Rwanda's creative sector, and will work with the Head of Arts Kenya and Eastern Africa and Programmes Manager Rwanda to broker new relations between the UK and Rwandese cultural sector;
- The post holder will support the strengthening of the British Council's position as the key organisation for international collaboration between Rwanda and the UK.

Essential requirements for the job:

- At least three years' recent professional experience managing and producing projects in the cultural sector (as per role profile).
- Experience of working in a team to ensure significant impact through successful outcomes from cultural programmes. Legal right to live and work in Rwanda

Applicants who meet the essential requirements of the above post should visit <https://jobs.britishcouncil.org>, download the role profile and application form, and follow the instructions in the *How do I apply* section carefully.

Deadline for applications: Sunday, 5 March 2017 at 23:59 (GMT). Shortlisted candidates will be invited to interview in the week beginning **13 March 2017**.

We regret to inform that candidates who are not shortlisted will not be contacted.

The British Council is an Equal Opportunity Employer – applications are welcomed from all; our policy on Equality, Diversity and Inclusion can be seen here:

<https://www.britishcouncil.org/organisation/how-we-work/equality-diversity-inclusion>

The British Council is also committed to a Child Protection Policy: applications will be considered only for candidates who declare their agreement to the policy, which can be seen here:

<https://www.britishcouncil.org/organisation/transparency/policies/child-protection>