



CULTURAL PROGRAMME & ENGAGEMENT SUPPORT OFFICER

FURTHER PARTICULARS

ABOUT THE POST

St John's College sustains a rich, active, and wide-ranging cultural programme within the collegiate University, supported by distinctive facilities including the Garden Quad Auditorium, the Kendrew Barn and its adjacent studio and exhibition room, the Dolphin Gallery, the Mark Bedingham Room, and other event spaces, which together enable an unusually broad spectrum of artistic activity. These spaces support a thriving programme spanning performance, exhibition, and interdisciplinary events, many of which are public-facing and play an important role in the College's engagement with the wider community. Building on this strong foundation, the Cultural Programme & Engagement Support Officer supports the effective delivery and ongoing development of the College's arts programme within Oxford's evolving cultural environment.

Working within the Communications and Engagement team, the primary responsibility of the postholder is to provide administrative and practical support for the delivery of the College's cultural programme. The postholder supports the organisation of events, exhibitions, and engagement activity, and contributes to communications and digital content. The postholder reports to the Director of Communications & Engagement.

The postholder will support visiting artists, performers, and speakers, providing practical assistance before, during, and after events, including co-ordinating logistics (such as travel, accommodation, and visas in liaison with the HR team), assisting with set-up, and acting as a point of contact while artists are on site; supporting the preparation and administration of contracts, processing technical and hospitality riders, and ensuring that agreed requirements are communicated clearly and delivered effectively. The role will involve a visible presence at concerts, exhibitions, and other events, including evening and weekend working, helping to ensure the smooth running of activities and a high-quality experience for artists, participants, and audiences.

MAIN DUTIES AND RESPONSIBILITIES

- Support the planning, organisation, and delivery of arts-related events across the College, including concerts, exhibitions, performances, screenings, and talks.
- Provide administrative support for the College's cultural programme, including scheduling, bookings, liaison with participants, and coordination on the day of events.
- Support arrangements for visiting artists, performers, and speakers, including coordinating logistics (such as travel and accommodation), assisting with set-up, and acting as a point of contact while they are on site.
- Assist with the preparation and administration of performance contracts, and support the coordination and delivery of technical and hospitality riders, ensuring that requirements are communicated clearly and implemented effectively.
- Assist the Keeper of the Pictures and the Keeper of Silver and Textiles with exhibitions-related administration, including installation support, documentation, and liaison with artists and lenders.

- Administer the Small Arts Grant scheme.
- Support the administration of the College’s Artist-in-Residence, Playwright-in-Residence, and Sound Artist-in-Residence programmes, including coordinating visits and assisting with events and activities.
- Assist the Fellow for the Performing Arts with the organisation and delivery of musical and other performing arts events.
- Assist with the annual checking of music-related equipment and support the organisation and purchase of new equipment.
- Contribute to the promotion of the cultural programme by drafting short texts (including programme notes and web content) and working with the Communications Team to prepare materials for publication.
- Support the recording and documentation of events, including gathering images, maintaining records, and assisting with evaluation and reporting activities.
- Provide general administrative support, including responding to enquiries, maintaining records, and supporting the day-to-day running of the cultural programme.
- Work flexibly as part of a small team, including on evenings and weekends, to support events.

Key internal working relationships: members of College including academic and professional staff and students; Keeper of the Pictures and Sculptures; Keeper of the Silver and Textiles; Fellow for the Performing Arts; Fellow for Access; Fellow for Engagement; Communications and Engagement team; President’s Office; Events and AV team.

Key external working relationships: artists, performers, and creative practitioners; suppliers and contractors supporting events; external cultural partners and community organisations.

PERSON SPECIFICATION AND CRITERIA

Requirements	Essential (E)/ Desirable (D)
Candidates will be expected to demonstrate the following:	
Education	
Educated to degree level, or with equivalent professional experience	E
Recognised qualification in an arts-related field	D
Experience	
Experience of providing administrative or organisational support in an arts, cultural, events, or comparable environment	E
Experience of supporting events or public-facing activities	E
Experience of working with artists, performers, or creatives	E
Experience of working in a higher education or comparable environment	D
Knowledge	
Understanding of the performing arts or cultural sector	E
Awareness of public engagement or audience-facing activity	E

Experience of working with databases, digital image libraries, or content management systems	E
Some familiarity with technical aspects of events (e.g. sound, lighting, or AV equipment)	D
Skills and Abilities	
Excellent communication skills, including clear written and spoken English and confidence in dealing with people in person and by email/phone	E

Summary of Terms and Conditions of Employment:
CULTURAL PROGRAMME & ENGAGEMENT SUPPORT OFFICER

Department	Communications and Engagement
University Grade	5

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

Appointment will be Grade 5 of the University's salary scale for non-academic staff, currently £32,108–£37,338 inclusive of the Oxford University weighting, with a discretionary range up to £40,514 depending on experience. Salaries are reviewed annually in line with the pay award for other salaried administrative staff.

Contract

The job is offered on a Permanent basis.

Hours of Work

Normal office hours are 35 hours per week. Normal hours of work are 9:00am to 5:00pm, with an hour for lunch. Some flexibility will be required according to the demands of the workload. Time off in lieu will be given for extra hours worked.

Annual Leave

Annual leave entitlement is 38 days, which includes 8 public holidays and 5 fixed days to be taken at Christmas, when the College is closed. The holiday year begins on 1 January and ends on 31 December.

Meals

The post-holder is entitled to free lunches in Hall on days they are working at the College site. The College also provides free tea, coffee and water during the working day.

Pension

The post-holder will be automatically enrolled into the contributory St John's College Staff Pension Fund from the commencement date of the appointment. Contributions will be payable in equal monthly instalments in arrears.

Probationary and Notice Periods

The appointment is subject to satisfactory completion of a six-month probationary period, during which time the notice period will be one week on either side. Once the appointment has been confirmed, the notice period on either side will be three months.

Hybrid Working

St John's operates a hybrid working scheme for administrative staff. After the initial probationary period the post-holder will be able to work from home for up to one day per week in term time and up to two days per week in non-term time.

Other

St John's College will pay for relevant training, conference attendance etc., to enhance work performance and encourage professional development. St John's staff may also make use of the College's gym.

Appointment Procedure

To apply, please send a full CV as well as a cover letter and the names and contact details of two referees, preferably as a single PDF document by email to vacancies@sjc.ox.ac.uk.

The closing date for applications is close of business Wednesday 22 July.

It is anticipated that interviews will be held in the week commencing 27 July.

The appointment will be subject to (i) the provision of an original document which indicates your right to work in the UK, and (ii) the completion of an initial probationary period.

Data protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998, General Data Protection Legislation and the College's Data Protection Policy and recruitment monitoring process.

Equality of Opportunity

St John's College is committed to providing equality of opportunity and avoiding unlawful discrimination. The policy and practice of the College requires that all staff are afforded equal opportunities within employment and that entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her sex, marital status, sexual orientation, racial group, age or disability