

Breakthrough 2025 Job Description

Surrey County Council - Creative Programme Officer – Guildford, Surrey

Employer name	Surrey County Council		
Employer Website	https://www.surreycc.gov.uk/		
Employer main contact	Sarah Lee		
Employer email	Sarah.lee@surreycc.gov.uk		
Start Date	Monday 29 th September	Hours Per Week	25
Working week	4 days per week	Hourly Wage	£12.21

Job Title	Creative Programming Officer
Company Overview	
<p>Who we are: Surrey Arts, part of Surrey County Council delivers and facilitates opportunities for people of all ages to participate in high quality arts activities. The service is the lead organisation for the Arts Council funded Surrey Music Hub and Local Cultural Education Partnership (LCEP), Culture Box surrey. In addition, Surrey Arts creates projects with partners across the county to increase and widen participation and engagement in the arts, including performances, visual arts, drama, and dance with many supported by external funding. Surrey Arts sits within the Cultural Services team at Surrey County Council, which includes Libraries, Heritage and Active Surrey.</p>	
Job Description	
<p>The Creative Programme Officer will support Surrey Libraries and Surrey Arts, the Project Co-ordinator, and culture teams, to create and deliver an exciting programme of cultural events, based in Staines Library and the local area. This includes workshops, performances, talks, online content and more.</p>	

The programme will be developed together with local young people through Project YC 'Youth Collective', with the aim to: Empower youth voice, Improve the cultural offer for community of Staines-upon-Thames, and enhance creative skills pathways for young people.

The role will include:

- Assisting with research across a range of areas to support programming, project plans and activities
- Communicating with artists and facilitators taking part in exhibitions, workshops, and events
- Assisting with out of hours events and activities, including preparing venues and front of house duties (e.g. welcoming audiences to events, keeping a log of audience numbers)
- Maintaining the calendar of events
- Supporting collecting feedback from project participants

The role will include a minimum of 2 days in Surrey on site at a Library or Surrey Arts office in Guildford (Surrey Arts, 14 The Pines, Broad Street, Guildford GU3 3BH), and the remaining 2 days can be from home.

Skills and development

Candidates should be working towards:

- Can communicate clearly and confidently
- Good at staying organised and keeping on top of tasks
- Able to manage my time and work independently
- Comfortable using basic computer programs like Word and Excel
- Genuinely interested in creative industries, such as film or music etc.
- A basic understanding of working with data, for example, being comfortable looking at numbers, spotting patterns, or organising information in spreadsheets

Employers advice: To demonstrate your excitement for this role we would recommend that candidates in their application talk about when you have helped to organize an event or activity, what you did and the impact your contribution made.

Personal Qualities

- Enthusiastic and committed
- Keen to learn and develop skills
- Ability to think independently and work within a team
- Punctual and Reliable

- Able to find creative solutions
- Able to listen and respond to the needs of communities
- Passion for the creative arts

Future Prospects

During the course of the placement, you will meet and network with other creative organisations which might present future opportunities. We will also provide a work placed mentor who can offer career advice and guidance, helping you to develop your CV and offer support with job applications and interviews.