

# Arts Office Key Business Processes

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## PURPOSE

The purpose of this process is to describe the main procedures associated with the delivery of key services and activities of the UL Arts Office.

## RESPONSIBILITY

The UL Arts Officer is responsible for this process. The UL Arts Officer is responsible for implementing the associated procedures.

## PROCEDURE

The UL Arts Office develops a programme of events during the calendar year to promote the arts amongst the UL community. The programme of events changes annually and supports Goals 2 and 4 of the University's Strategic Plan

The primary procedures associated with the delivery of the above include

- A. Event Development and Management
- B. UL Arts and Sports Support Fund
- C. UL Clubs & Societies Executive
- D. Facilitation of the University Community and Outside Groups

### A Event Development and Management

The Arts Office develops an event. Events are typically

- Arts Office unique production
- Collaborative event in association with University partner for example International Office; Visual Arts Office
- Collaborative event in association with an external partner for example community based project

The development and management of each event is determined by nature of the event for example an external agency coming into the University may require organisational involvement by the Arts Office. An internal collaborative project will vary depending on the extent of the Arts Office's involvement which can range from simple sponsorship to an almost complete responsibility for bringing the event to a satisfactory conclusion. Most of these events are originated and developed by the Arts Office. The Arts Office is in receipt of a budget which it centrally administers. Each event is ascribed a budget.

1. Develop and Identify Event Type
2. Identify Event partners/collaborators if applicable
3. Create Event Timeline
4. Create Action Plan
5. Determine Arts Office budget allocation
6. Advertise event
7. Invite stakeholders and potential audience
8. Initiate Action Plan

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9. Event
10. Analyse and Review
11. Carry out second phase event where applicable

### **B. UL Arts and Sports Support Fund**

The Arts Office is a member of the UL Arts and Sports Support Fund Committee. The Committee is comprised of 4 members – UL Arts Officer, UL Sports Administrator, ULSU Clubs and Societies Development Manager, ULSU President. Chairing of the Committee rotates on a biannual basis between the UL Arts Officer and UL Sports Administrator.

The UL Arts and Sports Support Fund receive funding from the University's core budget. The Committee liaise with the Ulster Bank Enablement Fund and advises on applications made by ULSU student Clubs & Societies.

1. Advertise Fund and application deadlines to student Clubs & Societies via Administration Seminars; C&S Recruitment Drive C&S Rulebook; C&S website; C&S Council
2. Request applications. Applications are made electronically or by hard copy with supporting paperwork to Fund Committee Chair - Chair rotates on a biannual basis between UL Arts Office and UL Sports Officer.
3. Committee meeting to adjudicate on applications.
4. Chair redirects an application to the Ulster Bank Enablement Fund or awards money from its own Fund.
5. Chair informs applicants of outcome
5. Transfer of funds requested from Fund Cost centre to successful applicants' designated account.
6. Follow up report received from successful applicant

### **C. ULSU Clubs & Societies Executive**

The UL Arts Officer is a non-voting member of this Executive that makes recommendations to Clubs & Societies Council re the management, operations and development of ULSU Clubs & Societies policies. These include annual budgets, codes of conduct, constitutional matters and overall operational issues. The Executive meet minimum once a week during Semester and attend specialised training days at least once a Semester. ([C&S Executive page](#) )

1. Attend C&S Executive meetings
2. Follow up on any actions arising from meeting
3. Advise Executive in relation to matters to be presented to C&S Council at their bi-weekly meetings
4. Assist in awarding Budgets to C&S
5. Adjudicate any disputes that may arise within individual Clubs & Societies

The annual Clubs & Societies Awards and subsequent ceremony is organised by the Clubs & Societies Officer, the Arts Officer and Sports Officer. There are 5 categories of awards – Best New or Improved Club/Society; Best Event; Best Club/Society Individual; Best Club/Society

1. Select date of C&S Awards Ceremony; date of nomination submissions; date of shortlist selection; date of award hustings
2. Book venue and select menu

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3. Sample menu
4. Supervise event organisation and detail
5. Organise trophies
6. Select date for Awards nominee long list
7. Assist in selection of Award shortlist
8. Attend award hustings
9. Collate voting results
10. Select recipient of Jason Hackett award
11. Attend award ceremony

### **D. Facilitation of the University Community and Outside Groups**

UL Arts Office will respond to and liaise with members of its own community and outside groups where the occasion arises. This may be simply a response to a query regarding an event, not necessarily Arts Office originated; advertisement of upcoming events; assistance financial and advisory

1. Identify Event type
2. Determine nature of Arts Office involvement and level of responsibility
3. Identify Event partners/collaborator
4. Allocate budget
5. Create Event Timeline
6. Create Action Plan
7. Allocate Action Items to partners
8. Undertake Action Items
9. Review Event

## **DOCUMENTATION**

EVENT PROCESS DOCUMENTATION FORM

UL ARTS AND SPORTS SUPPORT FUND APPLICATION FORM

ULSU C&S BUDGET FORM

ULSU C&S AWARD NOMINATION FORM

## **RECORDS**

Records of event and operational budgets are held centrally in the UL Arts Office

UL Arts and Sports Support Fund Applications are held centrally in the UL Arts Office

ULSU C&S Budgets, Executive and Council Minutes are held centrally in ULSU C&S Office

## **PROCESS VERIFICATION**

Events organised by the UL Arts Office are self-assessed on an annual basis. These assessments are broadly qualitative.

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## REVISION HISTORY

Revision No.	Date	Approved by:	Details of Change	Process Owner
1	October 2013		Initial Release	
			Outline the key changes and reasons for the change in subsequent revisions.	