ARTS EMERGENCY

How to interview the interviewers

Do you dread it when the folks who are interviewing ask you, "any questions for us?" If yes, we've got you!

Have a read through our checklist, and cut across ones which won't be relevant for the job.

I want to understand how sociable the organisation is/gauge my potential work routine

- ☐ "How often do the team meet for socials? Is there a budget for this?"
- ☐ "Which teams/people would I most likely be working with in this role?"
- ☐ "Does everyone work the same days?"
- ☐ "Are there set days that you'd prefer the post-holder to come in? For example, coming into the office on Wednesday as that's your meeting day."
- ☐ "When is a busy period for the organisation?"
  This reveals when it might be challenging to book annual leave, how "busy" things may be when you start, and what's a non-negotiable part of their business. e.g. running a Christmas campaign

I want to understand how the organisation invests in their staff's capacity and wellbeing

- ☐ "As you have multiple offices, am I expected to work in different locations in the UK? If yes, would this be expensed?"
  This doesn't apply to everyone, so read the job pack and research the company.
- ☐ "Do you provide your team with devices/software to support them with working from home?"
  This matters if you do public outreach and/or marketing roles. You shouldn't be working from your personal devices when liaising with the public.
- ☐ "Could you tell me about any opportunities for personal/professional development in this role?"
  This question is a favourite question of the Arts Emergency team. It allows the panel to talk about the training they offer, and if there's a budget for your continuous professional development (CPD). This may include reimbursing you for attending networking events and conferences!

I want to understand how the managers support their teams

- ☐ "Is line management separated from project management?"
    - *This means that your "line manager" (the person that checks on your wellbeing and CPD) is different to the person who checks in on your projects.*
- ☐ "How is your organisation a learning organisation?"
- ☐ "What extra support do you provide for your staff?"
    - *This open question was amongst our team's favourite ones to ask at an interview.*

To help me understand the future of the organisation better and how this role fits in

- ☐ "What are the plans for the organisation in the next year/five years?"
- ☐ "The funding landscape is tricky at the moment so how do you plan for that as an organisation?Is there any team consultation regarding this?"
    - *This is relevant for organisation's that receive funding via Arts Council England. NLHF, or through other trusts and foundations. It might not fit in well with private entities.*

I want to figure out how "flexible" the role is to my needs

- ☐ "When I need to do focused work, I'd really appreciate a separate room in the office/being in the office/working from home, is there flexibility to do that as and when needed?"
- ☐ "I see that the job advert states that this role is [X] hours a week. Is there flexibility with this? For example, working longer hours on some days, and shortened on another?"
    - *Under new UK government plans, employees will be able to request flexible working from their first day. This includes flexitime and working compressed hours (e.g. 5 days into 4). So if an employer can't accommodate requests, they'll have to discuss alternatives before rejecting it.*

Other failsafe questions to ask

1. *If you're unsure of how you've come across*
    - ☐ "Were there any parts of this interview where you felt that I didn't answer the question?"
    - ☐ "Do you have any other questions for me?"

2. *If you want to appeal to the panel's ego:*
    - ☐ "What do you find exciting about the future of this organisation?"
    - ☐ "What elements of the working culture do you enjoy the most?"