

JOB DESCRIPTION

Executive Director - Artsreach



Summary

This is a rare opportunity to shape the future of rural touring in this iconic part of South West England.

Artsreach is Dorset's independent rural arts development organisation with a 25 year history of working with communities across rural Dorset, bringing quality art right to the heart of the community. It is known for a busy year round programme of live performing arts, including contemporary dance, music and theatre (all of which may be regional, national or international) alongside an innovative visual arts programme and wide ranging creative project work.

Artsreach is a registered charity and an Arts Council England National Portfolio organisation.

Artsreach's current turnover is around £200,000 p.a.

We are seeking to appoint a new Executive Director to lead **Artsreach** over the next 5+ years who is thoroughly versed in and committed to rural community arts development. We are looking for a very special and dynamic individual with a democratic management style, excellent communication and diplomacy skills, experience in programming performing arts, a good financial eye, the ability to work within strict budgets, experience in report writing and fundraising, a good eye for detail, calm under pressure and a good decision maker. Above all will be a commitment to work creatively and sensitively with artists and our volunteer promoters in the rural community and an understanding of both rural community development and arts development objectives.

As well as being core funded by ACE **Artsreach** enjoys a valued 'basket' of local authority funding across rural Dorset. However **Artsreach's** most important source of income is derived from currently buoyant box-office returns, which are shared with its volunteer run venues. The successful candidate will have the skills to increase the resilience and capacity of **Artsreach** by maintaining this box-office buoyancy and at the same time diversifying funding streams thereby increasing financial sustainability from this strong base.

The Executive Director's main responsibilities will include:

Overall management of Artsreach:

- Policy development and forward planning at a strategic level, including business plan updates, and reporting to the **Artsreach** Board on a regular basis
- The day to day management of a small, highly effective staff team (full-time Promotions Officer, part-time Visual Arts and Projects' Co-ordinator)
- The provision of support and effective encouragement to all those engaged in the field as volunteer promoters in their communities, and to performers and artists featuring in **Artsreach's** various programmes

Financial Control and Forward Planning:

- Day to day financial control of all **Artsreach** activity and forward budgeting
- Maintaining good relations with core funders and securing **Artsreach's** place within Arts Council England's National Portfolio Programme beyond the current funding round
- The development of new funding streams

Programming:

- Planning and booking a varied and stimulating programme of high quality performance and participatory arts events in collaboration with the existing network of voluntary **Artsreach** promoters across rural Dorset, and in accordance with **Artsreach's** values and policies. These events may have a regional, national or an international dimension

1. TERMS AND CONDITIONS

Job Title: Artsreach Executive Director

Salary: c. £30,000 f/t

Terms of employment: After a successful 6-month trial period the appointment to become permanent

Hours: 37.5 per week. Some evening and weekend work will be required

Holidays: 21 days plus extended seasonal holidays

Place of work: The Little Keep, Barrack Road, off Bridport Road, Dorchester DT1 1SQ

Pension: Stakeholder pension scheme available (employer contributes up to matching 5% of salary)

2. JOB DUTIES

- General management of **Artsreach**, including writing business plans, funding applications and reporting to funders
- Financial management of **Artsreach**, including financial control and forward budgeting, maintenance of box office business, relations with core funders and development of new funding streams
- Advocacy for **Artsreach** and its programmes in public settings and in the media
- Programming high quality live performing arts in **Artsreach** venues (often village halls) across three seasons, Autumn (Sep – Dec), Spring (Jan – March) and Summer (April – August) and liaison between performing artists and **Artsreach's** voluntary promoters. Monitoring the quality of the performance programme with support from Board members and **Artsreach** promoters
- Support for promoters and featured performing artists
- Liaison with other Dorset based arts organisations on a regular basis, including the newly formed Dorset Arts Trust, and the new Dorset arts development CIC
- Liaison with the National Rural Touring Forum, and especially other regional members of NRTF on a regular basis, including participation in joint projects and programming
- Advocacy for performance, participatory workshop and visual arts programmes
- Undertake other appropriate duties as required by the **Artsreach** Board

3. PERSON SPECIFICATION

Essential skills:

- Proven organisational abilities and democratic management skills
- Excellent decision making skills and the ability to think, plan and write strategically
- Excellent advocacy, diplomacy, communication and negotiation skills
- Proven experience of working in a rural context and with rural communities
- Knowledge of rural arts policy issues and especially of rural touring activities
- Commitment to community arts development
- Ability to work alone and within a team
- Ability to work in partnership with other individuals / agencies and develop sound relationships with key stakeholders, representing **Artsreach** and its interests effectively in all these contexts
- Experience in working alongside volunteers

- Ability to work under pressure
- Experience of and passion for the performing and visual arts
- Ability to create and develop new ideas within the scope of the job
- Good literacy and numeracy skills, with excellent command of written English, and an understanding of the requirements of writing for different media
- Proven track record in financial management and budgeting
- Be adept at problem solving, with a constructive attitude towards risk and able to use limited resources creatively to maximum effect
- Flexible approach and willingness to work unsocial hours
- Full driving licence and use of own vehicle (mileage on AR business claimable)
- Willingness to learn new skills (eg use of simple lighting & sound equipment)

Desirable:

- Experience of participatory or performing arts practice
- Personal knowledge of rural Dorset and its communities
- Mac computer skills and familiarity with Office programmes (inc Word & Excel)
- Database expertise (eg Filemaker)
- Presentational skills and a 'good eye' for design and detail

4. APPLICATION INSTRUCTIONS

The deadline for applications is **6pm on Mon 21ST September 2015**. Please apply in writing either by post (to Artsreach, The Little Keep, Barrack Rd, Dorchester, Dorset DT1 1SQ) or by e-mail to info@artsreach.co.uk detailing your interest, relevant experience, qualifications, a current CV and the names of two referees. E-mail applications will only be accepted in **pdf** format with your name clearly included in the filename(s).

Interviews are scheduled to take place on **Monday 5 October**. If you supply an email address we will let you know whether or not you have been shortlisted by **Tue 29th September, 6pm**, at the latest.

We welcome applications from all sections of the community. A certain amount of physical work is required of the postholder (eg setting up of portable lighting and sound equipment).

Artsreach, The Little Keep, Barrack Road, Dorchester, Dorset DT1 1SQ tel: 01305 269512
info@artsreach.co.uk
www.artsreach.co.uk