



PROGRAMME DIRECTOR

Salary: £50,000 - £55,000 pro rata dependent on experience.

Hours of Work: 4 days per week

THE ROLE

BasildON Creative People and Places seeks a new Director to lead the programme at an exciting time of growth and development.

The work of Creative People and Places (CPP) organisations is rooted in ideas of co-creation, working closely to empower local communities and audiences as an integrated part of the conceptualisation as well as the delivery of its programmes. The ideal candidate for Director will be an exceptional creative leader and an enabler of others, providing strong, ambitious and imaginative leadership. The Director will have experience in developing and managing teams, setting strategy and the ability to implement an artistic vision in true collaboration and partnership with multiple stakeholders. They will believe in the value of art and culture in people's lives, want to make a difference, and be a strong public advocate for this work.

ABOUT BASILDON CREATIVE PEOPLE AND PLACES

BasildON Creative People and Places is a radical cultural programme funded by the Arts Council England, placing cultural democracy at its very heart. We believe that Basildon is a borough of 180,000 artists, each capable of contributing to the cultural vitality of the place. We understand that participation in culture occurs at many levels; any one individual can be an audience, a critic, a craftsperson, a participant, a producer, a consumer, a curator or a programmer. Each of these roles have value and validity, helping to support the social bonds and sense of identity that gives cultural activity its power.

BasildON Creative People and Places is administratively led by Things Made Public CIC, who employ the programme team, administer the funding and line manage the Programme Director. The programme is governed by a Board. The programme Board brings together key stakeholders in the town and currently consists of representatives for the Local Authority, Together in Musical Expression, Basildon Library and GhScientific. We are in the process of expanding the programme Board to include South Essex College and Swan Housing Association. Together, the programme Board unites unique perspectives and skills that will ensure the BasildON Creative People and Places programme is truly diverse and collaborative, making the most of the existing assets already in the borough.

ABOUT THINGS MADE PUBLIC

For over 10 years, Things Made Public have been working at the intersection of private, public and third sectors to make culture a part of everyday life, taking it out of institutions and into communities, high streets and the places that matter most to people. We connect the dots between developers, private landowners, businesses, markets, business improvement districts, funding bodies, local authorities, cultural organisations, communities and artists to create meaningful culture, from public art commissions to community-led venues, pocket parks, cultural strategies and festivals.

Whether it be transforming the Quadrant Shopping Centre through artist residencies and creative enterprise; delivering community green infrastructure through the Romford Pocket Park programme with the Romford BID; or running town-wide public art programmes such as Take a Walk on the Wild Side; all of our projects are based on principles of genuine collaboration with and between communities, public sector and private sectors to create culture that is rooted in the identity of the place. Our mission is to amplify the voices of the communities in which we work. We plug in the sound equipment, we run the sound check and we ready the stage so that communities can make a stronger, louder and braver sound than ever before.

MAIN RESPONSIBILITIES

ARTISTIC PROGRAMMING & STRATEGIC DEVELOPMENT

- Deliver an accessible, ambitious and inspirational arts and culture programme for Basildon, ensuring that the community sit at the heart of driving and shaping the offer.
- Implement a robust, transparent and fair decision making framework by which the BasildON Board and the local community are able to effectively drive the direction of the programme, whilst ensuring that appropriate governance is in place and adhered to throughout the duration of programme.
- Review and update the current BasildON Creative People and Places business plan, ensuring that it is sustainable and strategic, whilst focusing on high quality delivery.
- Ensure that the programme builds strategic partnerships with a wide range of stakeholders across the public, private and third sectors to secure sustainable strategic and financial support and widening the creative offer in Basildon.

FUNDRAISING

- Lead the BasildON Programme Team and BasildON Board in the production and submission of a new BasildON Creative People and Places bid to Arts Council England for the funding period 2025 - 2028.
- Develop strategies for raising partnership funding from earned income, sponsorship, rates mitigation, crowdfunding and grant applications.

BOARD MANAGEMENT

- Strengthen and develop the existing BasildON Creative People and Places Board, ensuring that the programme is both scrutinised and guided by Board members in a productive manner, whilst ensuring that the programme implements the highest standards of governance and strategic planning.
- Arrange and attend Board meetings, and ensure Board members have relevant papers on finance, legal and operational issues, and that they receive accurate and timely information that enables them to make informed decisions.

FINANCIAL MANAGEMENT

- Manage the £1.7 million BasildON Creative People and Places budget, including monitoring and reporting all income and expenditure to Arts Council England, the BasildON Board and Things Made Public; setting and monitoring all project budgets ensuring that staff follow financial procedures and delegated authority processes are adhered to; managing the programme cash flow and liaising with external Accountants.



OPERATIONAL MANAGEMENT

- Manage a team of three full time members of staff and a multitude of freelance practitioners and sub-contractors including leading on HR, overseeing all contracting procedures, line management, performance management and staff development.
- Manage all data reporting and evaluation requirements for the BasildON Creative People and Places programme in a timely, transparent and well communicated manner.
- Oversee the smooth operational running of BasildON Creative People and Places programme across administration and IT, supporting the Business Operations Manager to deliver these areas.
- Manage the ongoing development and implementation of policies and procedures across the organisation, keeping up with legislative requirements.
- Work with Things Made Public CIC to manage a smooth transition to a new appointed Lead Body.
- Any other duties as may reasonably be expected for the effective performance of the job.

PERSON SPECIFICATION

Essential:

- Experience of strategic planning for an organisation/large department, establishing effective planning and monitoring systems.
- Experience of managing budgets and cash flows for projects around £500k - £1 million, establishing and maintaining robust systems and financial reporting.
- Ability and interest in establishing robust evaluation processes.
- Knowledge and experience of health & safety, contracting & HR best practice.
- Ability to manage staff and freelancers, establishing briefs and writing job descriptions and contracts.
- Ability to build strong partnerships and support others leading partnerships.
- Ability to develop organisational policies and strategies.
- Experience of successful fundraising and income generation.
- Line management and developing a positive working culture.
- A genuine and demonstrable commitment to the broadening of cultural diversity, representation and access.
- Excellent problem-solving skills with proven ability to work flexibly under pressure, to prioritise and meet deadlines.
- Excellent presentation, written and verbal skills.
- High attention to detail and accuracy in written work.

Desirable:

- An understanding of the local area (Basildon / wider Essex) and the unique challenges it faces with regards to cultural provision and engagement.
- Knowledge of company governance & legislation.
- Knowledge of the UK arts and funding landscape.

CONTRACT TERMS

HOURS OF WORK: 4 days per week. Flexible working will be required to fit in with the needs of the programme and may include evenings and weekends. We operate a Time Off in Lieu (TOIL) system, so that additional time worked is taken off. This role will necessitate occasional travel within the region. Business travel is reimbursed through expenses.

SALARY: £50,000 - £55,000 pro rata dependent on experience. We are open to discussions around salary levels or flexible working for the right candidate.

CONTRACT TYPE: Fixed term contract offered by Things Made Public CIC on behalf of the BasildON Creative People and Places programme until March 2025. Contract may be extended subject to funding for future phases of BasildON Creative People and Places programme.

RESPONSIBLE TO: Things Made Public CIC

RESPONSIBLE FOR: BasildON staff, freelance individuals, subcontractors and volunteers

LOCATION: Hybrid working, including at least 50% of the week onsite in Basildon.

ANNUAL PAID LEAVE: 33 working days paid leave (pro rata), including public holidays



APPLICATION INFORMATION

DEADLINE FOR APPLICATION: Tuesday 12th September 2023

INTERVIEWS: First interviews will take place on Wednesday 27th September 2023 in person in Basildon, the panel will include Things Made Public, Arts Council England and a representative from the BasildON Board. Candidates attending an interview will need to prepare a 5 minute presentation outlining how they would approach the first 6 months in the role.

If you would like to discuss the role before applying please contact: **lauren.martin@thingsmadepublic.com** to arrange a call.

TO APPLY: Please email your application to Kate Thompson, Business Operations Manager at **recruitment@creativebasildon.co.uk**

To submit an application please send in an up to date CV, with details of two referees and a covering letter outlining your interest and why your experience makes you an excellent fit for the role.

BasildON Creative People and Places will accept the following formats for the statement, please clearly label your files with your name:

- Written statement that is no more than 2 sides of A4
- Video submission that is no longer than 2 minutes

BasildON Creative People and Places is a diverse organisation, committed to equal opportunities and we welcome applications from all sections of the community.

