



Creative Director - Job Description and Person Specification

Salary:	£40,000-£44,000 per annum
Working hours:	Full-time or part-time (four days per week), with regular evening and weekend work. Although full-time working is our preference, CAN will work flexibly to secure the right candidate.
Location:	The role will be based in CAN's office in the Northern Quarter, Manchester City Centre. There will also be off-site in-person working throughout Greater Manchester; attending events, meetings and workshops with Greater Manchester communities and organisations, to develop CAN's creative-programme.
Closing date:	5pm on Wednesday 10th April 2024
Interview date:	Wednesday 1 st May 2024 (in person)

Contents

Contents.....	1
Community Arts North West	2
Plans for the future	2
The Creative Director	3
The Creative Director - Job Description	3
The Creative Director - Person Specification	6
Contractual Details.....	7
Applications.....	8
Selection Process - Guidance for Applicants.....	8
Contact Details.....	8

Community Arts North West

Community Arts North West (CAN) is a leading UK organisation in the field of participatory arts, migration and social change. CAN's pioneering work aims to create expression and visibility for the diverse communities and artists based in the region through dynamic partnerships and inspirational programmes of work. It is an Arts Council England - National Portfolio Organisation and Manchester City Council Cultural Partner 2023-2026.

CAN is at the forefront of contemporary, inter-cultural arts practice and has been a leader in the field of participatory arts since 1978. We have a particular expertise and interest in arts & migration. We work in partnership with culturally-diverse communities, artists, cultural and third sector agencies in Greater Manchester, to develop unique, creative projects with people whose voices are not normally heard in the mainstream.

Through exciting, high-quality and meaningful creative projects CAN shares powerful creative work; shining a light on new talent and fresh voices, and enriching Greater Manchester's cultural landscape.

CAN's particular specialism are projects that bring together people from across cultures and communities. We work across a wide range of art-forms including new theatre, live interactive mixed-media performance-based work, new music, digitally created arts, festivals, events and new platforms for sharing and distributing work.

CAN's work is firmly rooted in social justice and driven by ethical values:

- We stand in **solidarity** with people at the sharp end of poverty and oppression, believing that everyone is creative, and through cultural expression, people on the margins can have a voice and provoke change.
- **Co-creation and shared leadership** are crucial for CAN in developing deep and lasting connections with communities, young people, artists, audiences and partners.
- We champion **equality** and strive for **diversity** in the artists we work with, our staff and Board, and the organisations we choose to work with.
- We **welcome** new migrant communities as collaborators and creative partners; and we are a home for emerging artists, especially those who are new to the UK.

For more information please see: www.can.uk.com

Plans for the future

CAN is at an exciting point in its development. Funding from Arts Council England as a National Portfolio Organisation (NPO), and Manchester City Council Cultural Partner is secured for 2024-26. The Creative Director post is key to successfully developing a new dynamic creative programme for 2024 and beyond.

Current important artistic initiatives include: the *Horizons Festival* Refugee Week at HOME partnership programme 2024-26, a three-year Young People's Arts programme in Manchester, and a Rochdale-based combined arts programme working with diverse

women's groups. Please see the attached *Extract of the CAN Business Plan 2023-24* for more details about these programmes.

The Creative Director

This post is a key role within Community Arts North West. It provides an excellent opportunity for an outstanding and talented individual to lead the creative programme of this ambitious art company. We have earned a solid regional and national reputation for our work and its legacy, which is embedded within the region's cultural offer.

We are looking for an experienced individual to provide strong inspirational, creative leadership to enable CAN to achieve its artistic and strategic objectives within a changing cultural and economic environment.

The Creative Director will lead the CAN Creative Producer team in the development and delivery of an artistically diverse, socially engaged arts programme, responding to the ambitions and cultural aspirations of Greater Manchester's diverse communities and connecting programmes to wider cultural-sector initiatives.

This will involve brokering dynamic partnerships that bring communities, artists, mainstream, independent and voluntary arts sectors together with third-sector agencies, charities, and other public bodies.

You will share the company's core values, passion and commitment to the development of culturally-diverse led arts practice, the company's remit as a learning organisation, and be open to new ideas and ways of working.

The Creative Director will work closely with the Executive Director, responsible for the business development and operational management of the company. As joint CEO, you will share in the cooperative joint stewardship of the company, ensuring the company achieves its artistic, audience and financial objectives, reporting to the Board of Directors, and leading CAN's fundraising activities.

CAN is dedicated to building a diverse and equitable environment, and strongly encourages applications from people from diverse communities. CAN will support the right candidate into the role, through training, mentoring and other support.

The Creative Director - Job Description

Responsible to: CAN Board of Directors

Main Purpose: To lead the CAN Creative Producer team in the development and delivery of an artistically diverse, socially-engaged arts programme; responding to the ambitions and cultural aspirations of Greater Manchester's diverse communities and connecting programmes to wider cultural sector initiatives.

Responsibilities:

As Creative Director, your responsibilities will be to:

Artistic Leadership

- Have overall responsibility for the artistic vision and artistic direction of the company.
- Lead and support CAN's creative team in the development and delivery of the artistic programme in line with CAN's Business Plan smart objectives.
- Initiate and develop artistic and educational collaborations, and creative partnerships, that will support the artistic and business objectives of CAN.
- Work closely with the CAN Creative Producer team, partners and other artists to develop new programmes of work.
- Ensure the quality and integrity of the artistic programme.
- Seek out, recruit, contract and commission talented new & emerging, and experienced Artist-Practitioners who are able to deliver work to a high standard in participatory-arts contexts.
- Identify, develop and maintain strategic artistic-partnerships with mainstream, independent and voluntary cultural-sectors and cross-sector partners.
- Develop talent and artist development programmes.
- Line management of CAN's Creative Producer team, undertaking regular supervisions, monitoring of work and mentoring.
- Occasionally line-manage contracted Project Managers and Creative Producers.
- Be responsible for ensuring Safeguarding and Health & Safety standards are maintained on projects through support/line management of the Creative Producers and other artistic staff.
- Be the key named CAN staff-member responsible for Safeguarding.
- Ensure creative teams are up-to-date in best practise around Safeguarding and other legal responsibilities.
- Oversee development and delivery of training events and inductions for creative teams and artists.
- Ensure high standards of evaluation and monitoring, and self-evaluation of the artistic programme of work.
- Represent through the written word the artistic ambition and work of the company, ensuring high standards of reporting to the CAN Board of Directors, CAN's core funders (Arts Council England and Manchester City Council), other funders and stakeholders, and in the CAN Annual Report.
- Keep abreast of new ideas and developments within the contemporary arts sectors, in particular work emerging from the grass-roots and best practice within the participatory-arts sector.

Advocacy and Networking

- Play a major role in advocating for CAN and its work; raising CAN's profile locally, regionally and nationally.
- Represent CAN and its work at key local, regional, national and international events and conferences.
- Have an overview of and build relationships with relevant strategic-developments, new opportunities and initiatives taking place in the region that will benefit and help CAN to achieve its objectives.

Organisational

To share CEO responsibilities with the Executive Director to jointly:

- Oversee the strategic direction of the company and its operational policies.
- Attend and report at regular meetings of the CAN Board of Directors; ensure the timely preparation of Board papers; communicate appropriate information to the Board on all matters relevant to the discharge of its responsibilities at and inbetween Board meetings; advise the Board on artistic matters; maintain an open working relationship with the CAN Board of Directors; and facilitate their engagement with CAN and its work.
- Take responsibility for company planning and self-evaluation.
- Recruit, induct and develop new CAN Board members.
- Ensure strong financial management of CAN including the creation and implementation of CAN Business Plans; and close management of all creative programme budgets.
- Lead and direct CAN fundraising activity, including working with the CAN team to prepare and submit high-quality funding applications, as well as fostering strong relationships with existing and potential funders.
- Manage and sustain CAN's relationship with its core funders Arts Council England, Manchester City Council and other key funders.
- Produce key company documents including *Arts Council England - NPO* and *Manchester City Council - Cultural Partnership* core funding applications; the *CAN Annual Report*; and the quarterly *Arts Council England Investment Principles and Activity* reporting documents.
- Ensure high standards of reporting to funders, including supporting CAN staff to write high-quality project reports for funders.
- Oversee and input into high-quality marketing materials for CAN including leaflet, social media, website and newsletter copy; as well as strategic input into CAN's marketing campaigns.
- Ensure that the recruitment, professional development, working conditions, management and regular performance appraisal of the CAN staff team align with CAN's objectives and policies, in compliance with all applicable regulations, and accord with current best practice.
- Ensure staffing structures are responsive to emerging needs, and conducive to effective team working.

Other duties

Actively engaging with the organisation's vision and policies regarding Equity, Diversity & inclusion, Artistic Ambition, Participation and Engagement, Health and Safety, Access and Disability, Evaluation and Monitoring:

- Together with staff-team develop, implement and monitor high-quality service standards throughout the Company.
- Carry out all tasks in accordance with best practice and organisational Action Plans in respect of CAN's Environmental Action Plan.

- Be familiar with and adhere to the Company's Policies and Procedures including Equity, Diversity and Inclusion; Health and Safety; and Dignity and Respect in the workplace.
- Work in a flexible manner, able to regularly work evenings and weekends as required.
- Uphold the core values of CAN and operate by them.
- Sensitivity to work colleagues when working in an open plan office.
- Undertake any other duties that may be reasonably required in connection with the position.

The Creative Director - Person Specification

The successful candidate will have:

Essential knowledge

- A passion for and strong interest in contemporary art that explores and addresses social and political issues, as well as engages and entertains.
- Knowledge and understanding of the key policy frameworks relevant to socially and culturally-inclusive arts practice.
- Knowledge of global issues and policies affecting British society, particularly regarding the communities with which CAN engage.
- Knowledge and experience of the socially-engaged arts sector and the arts of migration.
- Knowledge and understanding of culturally-diverse led arts production.
- Knowledge and understanding around the development of collaborative projects in intercultural settings.
- Knowledge and understanding of the mainstream and independent arts sectors, and arts funding structures.

Essential experience

- Strong track-record of arts production, direction and development of new work about contemporary issues (using combined arts, music, theatre, dance, digital and/or visual arts).
- Experience of working at a responsible level within an arts organisation.
- An artistic background as an Artist or Practitioner with a track-record of successful productions/events.
- Experience of developing and leading arts programmes across a range of media.
- Experience and a strong track-record of partnership-working with diverse and marginalised communities.
- Experience of managing a diverse team of staff, volunteers and artists.
- Experience of writing high-quality successful funding applications.
- Experience of producing high-quality detailed Project Reports.
- Experience of producing high-quality marketing materials.
- Experience of managing multiple funding streams, working within tight financial parameters, and producing detailed financial budgets.

- Experience of working closely with a team of colleagues in an open and collaborative way.

Essential abilities and skills

- Proficient in one or more artistic skill.
- Excellent communication, advocacy and presentation skills.
- Proven ability to initiate and maintain partnerships, connect and collaborate with others.
- Ability to work in a democratic, empathic style.
- Ability to lead, motivate, and work with a diverse team.
- Ability to develop and nurture artistic talent.
- Strong written language skills, able to communicate creative/artistic ideas effectively in writing.
- Ability to delegate, negotiate, resolve conflict, be responsive to others and manage performance.
- Strong strategic planning and resource management skills.
- Be highly organised and self-motivated, with the ability to work across a range of deadlines simultaneously.
- Have a high-level of attention to detail and accuracy within work.
- Ability to work under pressure.
- Able to travel throughout Greater Manchester on public transport or own car.

Qualities

- Share CAN's vision as a leading participatory arts organisation dedicated to promoting social justice through the arts.
- A passionate advocate of the role of the arts in empowering individuals and communities to promote social change.
- Clarity of artistic vision and ambition.
- Dynamic, creative and open to new ideas.
- Leadership and resilience qualities, and a willingness to take responsibility.
- Culturally literate.
- A genuine commitment to the principles of equal opportunities, cultural diversity and broadening access to the arts in a meaningful way.
- Responsive to a changing external environment.
- Supportive and empowering.

Contractual Details

This is a permanent role (subject to funding), with a six-month probation period. The salary is £40,000-£44,000 pa pro rata, dependent on experience. The role is a full-time or 4-days per week position, with regular evening and weekend work. Although full-time working is our preference, CAN will work flexibly to secure the right candidate. We would like the post-holder to start in Spring/Summer 2024, but there is flexibility around this.

Benefits include 25 days holiday entitlement per year, in addition to public holidays, and a workplace pension scheme after three months of employment. The notice period is three months (one week during the probation period).

Applications

To apply, please visit the CAN website www.can.uk.com/opportunities to download an Creative Director Application Form, and return your completed application form to recruitment@can.uk.com by 5pm on Wednesday 10th April 2024, together with the CAN Diversity Monitoring Form.

Selection Process - Guidance for Applicants

- The Job Description is an overview of the type of work the successful candidate will undertake and is not an exhaustive list. During recruitment, the selection panel will be shortlisting based on what knowledge, skills, experience, and qualities you will bring to the role, outlined in the Person Specification.
- As such, please consider how your knowledge, skills, experience, and qualities meet each of the points in the Person Specification - either directly or with transferable skills from other sectors and discuss them in your application form.
- CAN is committed to equal opportunity for all staff, and applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.
- CAN is an inclusive employer. We value difference and recruit by merit on the basis of fair and open competition. We welcome candidates from a range of different backgrounds. If your experience looks a little different from what we've identified and you think you can bring value to the role, we'd love to learn more about you.
- You must be eligible to work in the UK to apply for this position.
- Please submit your application form as a Word or PDF document.

Contact Details

Community Arts North West, Green Fish Resource Centre, 46-50 Oldham St, Manchester, M4 1LE

T: 0161 234 2975

E: recruitment@can.uk.com

W: www.can.uk.com