

DIRECTOR

Highlights is looking to appoint a self-motivated, energetic and enthusiastic person to lead the organisation going forward. The role of the Director will be to work in partnership with the existing Co-Director to manage and develop the strategic and operational activities of Highlights in Cumbria, Durham and Northumberland.

The following job description covers the full role of Director - tasks and responsibilities will be divided according to expertise and abilities.

JOB DESCRIPTION

Position: Director (job share)

Salary: NJC Scale equivalent 28 - 34: £25,463 - £30,756 per annum (pro rata)

Hours of Work: 2.5 days per week

Responsible to: Board of Trustees

Core Responsibilities

- To manage the strategic development of Highlights under the guidance of our board of directors
- To ensure that Highlights delivers a professional service which provides value for money to funders, participants and audiences
- To provide the board with regular reports on the operational and financial activities of the organisation
- To support our team of volunteer promoters to enable them to provide a professional and exciting arts programme for their communities

Programme

- Research and source companies via festivals, contacts, and showcases
- Curate two programmes per year containing a balance of theatre, music, dance, spoken word and children's work
- Negotiate and prepare performer contracts
- Allocate dates to venues and companies using Access database
- Prepare content for programme brochures and menus
- Attend Highlights performances
- Support and monitor Highlights Contemporary Craft Tour
- Work with NPO partner, Arts Out West, and a consortium of Northern Schemes

Governance

- Arrange quarterly Management Committee meetings and AGM
- Recruit, interview and induct Management Committee members as necessary
- Manage all matters relating to Companies House and The Charity Commission
- Coordinate Collaborative Review Group meetings with Kirkgate Arts/Arts Out West
- Coordinate 4-year Business Plan and Audience Development Plan with Management Committee
- Update and monitor Business Plan and Audience Development Plan SMART Objectives with Kirkgate Arts/AOW and report to ACE as necessary
- Ensure all statutory and ACE policies are kept updated, legal and compliant

Audience Development, Data Capture and Marketing

- Manage Audience Development Plan and SMART Objectives
- Manage Audience Finder Data and e-survey
- Survey Anyplace – hard copy surveys
- Draw up and oversee Marketing Plan

Accounts

- Monitor spending, budgets and cash flow
- Prepare annual budgets
- Liaise with accountants to prepare annual accounts
- Prepare quarterly accounts for board meeting using Quickbooks and Excel
- Prepare budgets and cash flows for ACE NPO agreements
- Set and monitor Reserves Policy with Management Committee

Funding

- Preparation and annual monitoring of ACE NPO Agreement
- Prepare annual funding applications to new and existing funders
- Negotiate Service Level Agreements and annual grants with local authorities and attend monitoring meetings
- Provide funders with comprehensive reports and evaluation
- Research and source funders for new projects
- Coordinate all of above with Kirkgate Arts/Arts Out West

Promoters and Venue support

- Lead on up to eight Promoter training events per year to present the new season Menu and offer training and support
- Provide ongoing support for new and existing promoters

Personnel Management

- Manage employees, freelance staff and volunteers
- Manage contracts, salaries, recruitment, work plans and team meetings
- Co-ordinate staff training and professional development needs

Project Development

- Develop new and existing projects where appropriate to the organisation

Workshops

- Oversee workshops/residencies for visiting companies
- Fundraise for workshops/residencies outside of core funding agreement

Venue Development

- Secure funding for new venues and assess suitability through site visits and meetings
- Organise 1:1 training for new venues
- Develop Cluster Groups as appropriate

Other

Represent the organisation and make presentations when appropriate/requested

PERSON SPECIFICATION

Essential

- Financial and operational management experience
- Sound administrative and organisational skills with the ability to keep clear and accurate records
- Ability to manage budgets, people and projects
- Ability to lead a small team working to tight deadlines
- Knowledge and experience of fundraising
- Experience of governance and partnership working
- Experience of working with a wide variety of people, both professionals and volunteers
- A good understanding of the voluntary arts sector
- An interest in and knowledge of small scale touring
- An interest in and knowledge of the performing arts
- Proven computers skills with experience of MS Office applications
- Current driving licence and access to a vehicle.
- Arts degree or equivalent
- At least 3 years experience of working in the arts.

Desirable

- Experience of working with local authorities and public sector
- Knowledge of rural issues
- Marketing and Audience Development experience
- Experience of assessing training needs and of developing and delivering training
- A knowledge of contemporary crafts

Hours

You will be required to work 2.5 days per week between Monday and Friday. Your core days will be agreed with your co-worker. However, there will be flexibility within the contract as some weekend and evening work will be required.

Other

Six month probationary period

Performance review after two months

Termination of contract would be 3 months on either side

The post is based in Appleby, Cumbria and involves some evening and weekend work and regular travel throughout the region

Travel expenses are paid for travel associated with the job

Application Procedure

Please send your CV and letter of application by the closing date of **Sun 2 Sep. 2018**. In your letter of application, please explain why you are applying for this job and how your skills, experience and achievement are relevant to the job description and person specification.

Please provide names of two referees with your application. Their details should include names, organisation, address, telephone numbers (email address where available) and relationship to the applicant.

Please apply to:

Administrator
Highlights
14 Kings Head Court, Bridge Street
Cumbria CA16 6QH

Email : info@highlightsnorth.co.uk

Tel : 017683 53954

Interviews will take place on **Thurs. 13 Sep**. Successful applicants will be asked to give a 5 minute presentation on 'Where you see this rural touring scheme in 5 years time' No use of technology will be required in the presentation.

BACKGROUND INFORMATION

Highlights runs a successful Rural Touring Scheme based in Appleby, Cumbria which operates in Cumbria, Co Durham and Northumberland. We work with volunteers in 70 village halls to enable them to programme a wide range of professional theatre, music, dance, childrens shows and a contemporary craft tour.

History of the Organisation

The scheme was originally set up to work with isolated rural communities in the North Pennines AONB (Area of Outstanding Natural Beauty). The area has suffered from long term economic decline (it was once the biggest lead mining area in Europe), resulting in pockets of high unemployment, isolated communities, poor transport links and declining local services. Since then the scheme has expanded to take in a much wider area, including Northumberland, West Durham and North, South and East Cumbria. We work closely with our NPO partner in West Cumbria – Arts Out West, to deliver across the county

Highlights is a member of the National Rural Touring Forum which provides support and funding to rural touring schemes across the country and undertakes an advocacy role on behalf of its members.

Highlights is a Co. Ltd. by Guarantee with charitable status, managed by a Board of Directors, currently standing at 8 people. Funders also have observer status on the board.

Key Objectives of the Organisation

- To support a network of local promoters involved in the development of a performing arts programme in their area
- To make the arts socially, geographically, economically and physically accessible to communities across, Cumbria, County Durham and Northumberland
- To provide training opportunities for promoters to develop transferable skills
- To improve access to the arts for people living in isolated areas.
- To provide quality and choice at a local level
- To build new audiences at grass roots level
- To promote creative and culturally diverse work to rural venues

- To support village halls as viable community centres, contributing to the upkeep of the hall and social life of the village

Funding

We receive funding from District and County Councils and are an Arts Council National Portfolio Organisation. 24% of our income is generated by ticket sales. The organization currently has a turnover of £252,000

Current work

We work with 70 venues and deliver approximately 150 performances a year, between Sept and May.

In addition we run an annual Contemporary Craft Tour which brings the best of contemporary craft to rural venues

Staffing

We employ a full time Director, which operates as a job share and a part time Administrator (3 days per week), a freelance Craft Officer (2 days per week) and freelance Outreach Officer (2 days per week). Also a Campaigns Worker on a short term part time contract.

IT

The office has 5 computers and a laptop which are networked via a wireless broadband system. We have a laser colour printer with scanner linked to the computer system. Our website www.highlightsnorth.co.uk is database driven and updated in house.