

## Job Description

**Job Title:** Programme Director  
**Reporting to:** CEO/Artistic Director  
**Working Hours:** Full Time (37.5 hours per week)  
**Salary:** £28,000 per annum  
**Location:** The Art House, Drury Lane, Wakefield  
**Probation Period:** 6 Months

## Job Description

### Purpose

To develop and produce a dynamic, diverse, high quality, accessible and strategic artistic programme that breaks down barriers, develops talent, enables possibilities and empowers and connects individuals and communities.

To drive our values of artistic excellence, diversity, accessibility, equality, sustainability and community engagement across all programming.

## Responsibilities

### Strategic

- Work alongside the CEO/Artistic Director to develop a cohesive and synergistic strategy for the entire artistic programme, including artist residencies, professional development, Associates programme, studio holder support, exhibitions, Artwalk, Studio of Sanctuary, Workshops and Courses, Arts and Health and other programmes still to be developed

### Programmatic

- To manage and deliver all aspects of Artist Residencies (including Graduate and International), Professional Development opportunities, Exhibitions, Associate Programme and Studio Holder support programmes; hiring and managing freelance, specialist and technical support on a project by project basis
- To oversee, with the CEO, the delivery and development of Artwalk, Studio of Sanctuary, Arts and Health, Workshops and Courses, and other developing programmes
- Work alongside colleagues to programme, produce and manage events, both onsite and off-site

- To develop, manage and maintain strategic partnerships, especially those key to enabling sector impact, raising profile, generating income, engaging hard to reach audiences and/or marginalised artists, delivering quality programming and enabling research and/or dissemination
- To consistently monitor and evaluate the impact of programmes against stated objectives and to use that information to improve and build upon
- To keep informed of developments across the visual arts and related sectors and to use that information to create opportunity or better ways of working for The Art House
- To grow and develop the artistic programme as needed to improve quality, access, impact, reach and to keep it relevant
- To programme fearlessly, in a way that actively promotes, encourages and supports artists, audiences and communities who have protected characteristics and/or who are from backgrounds that have been traditionally marginalised

### **Management, Marketing and Reporting**

- To play an active and collaborative role on the Senior Management Team
- To line manage the Programme Assistant
- To co-line manage, along with the CEO, the project managers for Artwalk, Studio of Sanctuary, Arts and Health and other programmes still to be developed
- To develop and monitor annual programme KPIs, in collaboration with programme managers and the Marketing and Communications Director
- To manage the annual programme reporting for ACE
- Create and manage contracts
- To work with the Marketing and Communications Director and CEO/Artistic Director to promote and disseminate the work of The Art House both locally and to the wider arts and culture sector in order to raise profile, form partnerships, create opportunities, further social impact and generate income

### **Financial and Income Generation**

- To create and manage the annual Programmes Budget and sub-budgets

- To develop funding applications, in collaboration with programme managers and the CEO/Artistic Director

### **Delivering on Our Values**

- To develop and embed eco-friendly ways of working and producing art
- Find innovative and entrepreneurial ways to create beneficial social and economic impact in Wakefield through the artistic programme and our work in general
- Develop programmatic opportunities and ways of working that create a circular economy to support artists, creatives and the cultural infrastructure of Wakefield
- Keep accessibility, diversity, opportunity and equality at the centre of everything we do

And any other duties necessary, as determined by the CEO or Board of Directors.

The job description for this position may be reviewed and amended to incorporate the future needs of the organisation.

It is a requirement of the organisation that all staff work in a flexible manner compatible with their jobs and required staffing of the building.

The Art House is an Equal Opportunity employer who is Disability Confident Committed. We pay Real Living Wage and also provide a Cycle to Work Scheme. We are in the process of developing a staff wellbeing programme.

We are also a fun and interesting place to work and we think you'd enjoy it here! We look forward to receiving your application.

## Person Specification

Criteria	Essential	Desirable
<b>Experience</b>		
3+ years artistic programming/curation – building based and/or events and festivals	x	
2+ years managing people	x	
Supporting and programming with/for traditionally marginalised and underrepresented artists and audiences		x
Understanding of the social model of disability and its implications for supporting disabled artists and audiences		x
Understanding of the creative case for diversity and its practical application in programming/curation	x	
Establishing and nurturing partnerships	x	
Evaluations and reporting skills for funders such as Arts Council England, Paul Hamlyn Foundation etc.	x	
Successful fundraising and bid writing for £15k+	x	
Developing and managing artist residencies		x
Collections management		x
<b>Qualifications &amp; Training</b>		
Visual arts-based bachelor's degree		x
Project management	x	

Diversity and inclusion	x	
Disability awareness		x
<b>Personal Qualities</b>		
Excellent interpersonal skills	x	
Excellent standard of written & verbal communication with experience of presenting/speaking at events and conferences	x	
Excellent time management skills, including prioritisation & delegation techniques	x	
Initiative and self-motivation	x	
Natural networker and connector of people	x	
Good motivator	x	
A proactive & flexible working approach	x	
Flexible towards working hours with events at evenings and weekends		x