

## **JOB DESCRIPTION**

<b>Post Title:</b>	Creative Director & Arts Centre Manager
<b>Responsible to:</b>	Town Clerk
<b>Responsible for:</b>	<p>Leadership in the creation of an Arts Strategy for the council and town, building cultural and creative energy</p> <p>Programming a mixed programme of live theatre, shows, events and cinema.</p> <p>Securing and managing external funding.</p> <p>Building a broad programme of community engagement.</p> <p>Leading staff in the delivery of all aspects of Haverhill Arts Centre operations, including technical team, front of house, maintenance and safety.</p>
<b>Hours:</b>	37 hours per week
<b>Salary:</b>	<i>Up to £46,000 for the right candidate</i>

### **Overall Responsibilities**

- a) To act as Creative Director.
- b) To manage the Arts Centre
- c) To ensure day-to-day operations are covered by a duty manager at all times.
- d) To ensure Haverhill Arts Centre (HAC) provides a safe, welcoming venue for the public and performers alike, accessible and inclusive to all our community, valuing and promoting diversity and equality in all that we do.
- e) To facilitate the creation of an Arts Strategy for Haverhill
- f) To assist council colleagues, contractors and freelance workers in the development and delivery of cultural and creative events and activities at other sites in and around Haverhill
- g) To provide line management to senior Haverhill Arts Centre staff to create an inclusive team-based approach.

### **Key Responsibilities and Activities**

1. Deliver a varied and inspirational programme within the Arts Centre.
2. Actively manage the budget for Haverhill Arts Centre and monitor financial performance to ensure maximum benefit for money spent.
3. Oversee maintenance of the building to ensure the safety of the public and monitoring HAC's adherence to Licensing, Safeguarding and Health & Safety regulations.

4. Provide leadership and management supervision to senior Haverhill Arts Centre staff to ensure that customers' experience of Haverhill Arts Centre and Haverhill Town Council is of the highest quality and ensuring the venue and services are open and accessible to all.
5. Foster an inclusive and communicative working environment, valuing the ideas of others, nurturing staff development and local talent.
6. Support the Town Councillors in creating and achieving an inspirational vision for the Arts in Haverhill and 5-year business plan for the Arts Centre.
7. Cultivate strong relationships with a broad range of producers, promoters and other venues to ensure a good cultural mix of content is available to the people of Haverhill.
8. Facilitate a range of creative activities to ensure the Arts Centre becomes an active cradle for the creation of Arts as well as a venue for providing access to the Arts.
9. Build strategic relationships with other agencies and public sector funders.
10. Work with the community to build artistic connections within the town.
11. Provide reports to the Council as required, covering both artistic content and statistical/financial aspects, to give a rounded picture of the contribution Haverhill Arts Centre makes to the community, and the costs involved.
12. Liaise with in-house and visiting technical staff, and representatives of visiting performing companies, in planning and delivering programmes.
13. Maintain a working knowledge of building facilities and equipment including fire and burglar alarm systems, ensuring the building remains legally operational at all times.
14. Act as a key person in an emergency.
15. Communicating regularly, and in a timely fashion, with senior council staff any issues that may arise such as Health and Safety concerns, customer complaints, staffing issues or financial irregularities.
16. To assist with front-of-house duties as required.
17. To actively support the Council's ambition to reduce the impact of the Arts Centre on the environment.
18. To attend meetings and undertake relevant training necessary for the delivery and growth of this role.
19. Such other reasonable duties as might be expected for this senior role.

## **SPECIAL NOTES**

The post holder will be expected to act on their own initiative and make decisions within the remit of the job description.

The nature of the post necessitates regularly working both within and outside of normal office hours, at weekends and public holidays if required. The postholder is responsible for ensuring they plan their working week to meet the varied requirements of the role within their contracted hours.

## **Specific Supervisory Responsibilities**

### **1. Staff**

Line Management of Arts Centre staff as set out in the staff structure.

### **2. Financial and equipment**

Ensure the security of:

- a. The Haverhill Arts Centre building.
- b. Cash and Card facilities.
- c. Catering and bar stock.
- d. Equipment.
- e. Keys and electronic locks.

### **3. Technical Areas**

Work with the Technical Officer and their team to ensure safe operation of technical equipment as/when required.

### **4. Licensing**

- a. Prevention of crime and disorder.
- b. Public safety.
- c. Prevention of public nuisance.
- d. Protection of children and vulnerable adults from harm.

### **5. Other supervisory responsibilities**

- a. The safety of the general public.
- b. Visiting company performers and staff.
- c. Hirers, Customers, Visitors and Audiences.
- d. Door Supervisors.

## PERSON SPECIFICATION

### ARTS CENTRE MANAGER

Essential	Desirable	How Tested
Must be 18 or older at the time of application and must have the right to work in the UK.		ID document
<b>Qualifications</b>		
An understanding of the health and safety responsibilities of a public building	Fire marshal, First aid, Food Safety certification.	Application form and interview
Well-developed written and verbal communication, interpersonal and IT skills		Interview
<b>Experience</b>		
Experience in programming a popular theatre and cinema	Previous experience of a similar role	Application form/interview
Successful track record of securing funds for the Arts	Track record of successfully obtaining funding from the Arts Council, Heritage Lottery Fund, major Trusts	Application form/interview
	Experience of delivering capital projects	Application form/interview
Experience of technical theatre Experience of box office systems Experience of managing other people Venue Management experience and knowledge		Application form and interview
Creative and cultural community engagement	Previous experience of a similar role	Application form and interview
	Previous experience of being responsible for the locking/unlocking of a building and knowledge of fire drills/evacuation procedures	Interview
<b>Knowledge</b>		
Legal requirements for the safe operation of a theatre environment	Knowledge of technical aspects of theatre such as lighting and sound	Application form and interview
<b>Special Aptitudes</b>		
Enthusiasm for promoting the Arts and theatre to a broad community  Interest in and commitment to making cultural and creative activity engaging and accessible to all  Ability to lead a team  Reliable and well organised.  Excellent oral and written communication skills.	Previous experience of a similar role	Interview

<p>An ability to multi-task under pressure and work with flexibility and enthusiasm when dealing with competing priorities</p> <p>Willing to work unsociable hours including evenings, weekends and bank holidays.</p> <p>Able to work well without supervision.</p> <p>Ability to act quickly and efficiently to solve operational problems.</p> <p>Accuracy and attention to detail</p> <p>Confident, professional, enthusiastic and self-motivated</p>		
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