

**Babylon
ARTS**



Executive Director

APPLICANT INFORMATION PACK

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**ARTS COUNCIL
ENGLAND**

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Dear Applicant

RE: Executive Director

Thank you for your interest in the above position.

Please find below background information, job description and person specification.

Application is by letter and CV, including two references and a full work history. Please study the person specification and job description carefully. If you do not demonstrate in your application how you fulfil the essential criteria for the position or how your experience is relevant to the job description, you are unlikely to be selected for interview. Please complete an Equal Opportunities Monitoring Form with your submission. This will be anonymised, filed separately and data will only be used for us to monitor our performance. Babylon ARTS is an equal opportunities employer. If you need this or any other information in an alternate format, please contact us by telephone: 01353 616991 or Email: admin@babylonarts.org.uk

For further information, or an informal chat about the post, please contact: Linda Holland, Trustee: linda.holland87@gmail.com

Please return your completed application form and equal opportunities form to admin@babylonarts.org.uk by **12 noon on Monday 30th April 2018**

After this time, applications will not be accepted.

Interviews will take place **on Friday 4th May in Ely**. If you have not heard from us by 15th May, you may assume that you have not been shortlisted for interview.

Start date to be negotiated.

We look forward to receiving your application.

Yours sincerely

**Brian Watson,
Interim Chair,
Babylon Arts**

**Executive Director
Babylon ARTS (ADEC)**

£35,000 per annum
Full time

Closing date for applications: 12 noon, Monday 30th April 2018
Interviews: Friday 4th May 2018

We are seeking to appoint an Executive Director to provide leadership and management of the strategic priorities and finances of Babylon ARTS and directly manage its Arts Council funded, Market Place programme, reporting to both the Babylon ARTS (ADEC) Board of Trustees and the Market Place Consortium.

This role is part funded by Arts Council England. The opportunity for the recruitment for this post follows a restructure which will see the creation of several new positions - an Executive Director; Market Place Creative Manager to deliver the extension period for Phase1 and a three-year Phase 2 Market Place programme and the Head of Project Delivery to develop and implement Babylon Arts other arts projects. Both the two management posts are in place.

Market Place is an Arts Council Creative People and Places (CPP) funded programme which is designed to develop new ways of engaging more people in and empowering them through great arts experiences in areas of least engagement. Supporting seven market towns of Fenland and Forest Heath to bring creativity, fun and excitement to the region; Market Place has an extension for its Phase 1 programme through to July 2018 and its Phase 2 activity will run from November 2018 – 2021.

Babylon Arts (operated by Arts Development East Cambridgeshire – ADEC) is a charity established 20 years ago committed to inspiring, developing and delivering quality arts events and activities to engage communities in Ely and beyond. We run a range of community arts projects in rural East Cambridgeshire operating from our micro arts centre at Babylon Gallery in Ely which showcases both local artists and international names like Chagall and Matisse, and runs live events including the Ely cinema at The Maltings.

The ideal candidate should be able to demonstrate strong leadership qualities with the ability to deliver business and financial planning, lead on fundraising and oversee implementation of a multi-arts, community led programme. An understanding of the local arts environment would be ideal but not essential.

For an overview of the current Market Place programme please go to:
www.cppmarketplace.co.uk

For an overview of Babylon ARTS (ADEC) please go to:
www.babylonarts.org.uk

Applications will only be accepted as email attachments, and must be returned to:
admin@babylonarts.org.uk by **12 noon on Monday 30th April 2018**.



CONTEXT:

Babylon ARTS, (operated by Arts Development East Cambridgeshire) is a charity committed to inspiring, developing and delivering quality arts events and activities to engage communities in Ely and beyond. We were established over 20 years ago and operate from our micro arts venue Babylon Gallery situated on the riverside in Ely where we hold art exhibitions and live events. These include exhibitions from local artists as well as major international names such as Matisse, Hockney, Chagall, and Picasso. We run professional arts projects in communities across East Cambridgeshire, including the Isle of Ely Festival and work with many local organisations and libraries to bring quality creative projects into communities. We also run Ely Cinema at The Maltings.

Market Place is one of 21 CPP projects initiated by Arts Council England. It is an ambitious audience development programme, which seeks to increase audience engagement in arts activities across Fenland and Forest Heath districts. As with all CPP programmes, Market Place is governed by a consortium of organisations with Babylon ARTS (ADEC) based in Ely being the lead organisation. It is the largest of our projects and 40% of this new post is funded via Arts Council England for the duration of Market Place Phase 2.

ROLE DESCRIPTION

JOB TITLE: Executive Director

LOCATION: Babylon Gallery, Babylon ARTS, Waterside, Ely, CB7 4AU

SALARY: £35k full time

1. MAIN PURPOSE OF THE ROLE

Provide leadership to develop, manage and monitor the strategic priorities and finances of Babylon ARTS and its Market Place (MP) programme, reporting to both the Babylon ARTS (ADEC) Board of Trustees and the Market Place Consortium.

2. LINE MANAGEMENT

Babylon ARTS (ADEC) Board of Trustees

3. KEY DUTIES AND RESPONSIBILITIES

- Provide leadership, oversight, and management of the Babylon ARTS (ADEC) charitable and trading activities taking ownership for achieving Babylon ARTS' (ADEC) strategic and operational objectives.
- Develop and consolidate relationships with Babylon ARTS' internal and external stakeholders.

- Act as the lead for the MP Consortium, MP project team, Babylon ARTS team, Trustees and key stakeholders.
- Lead the Market Place (MP) programme undertaking line management of the MP Creative Manager and ensuring the 2017/18 extension work plans are implemented in advance of phase 2 starting in November 2018.
- Work with Babylon ARTS (ADEC) Trustees, MP Consortium and the MP team to develop the MP business plan, cash flow and budget for Phase 2 (November 2018 – 2021) and deliver a programme that meets the agreed artistic vision and objectives.
- Develop a 3-year business plan for Babylon ARTS in-conjunction with Trustees and staff and monitor its implementation.
- Line manage Babylon ARTS’ staff (see organisational chart).
- Identify sources of future funding for MP programme activity and work with the Babylon ARTS’ trustees and staff to source potential supporters, partners, sponsors, including trusts and foundations, contributing to funding applications and negotiations.
- Monitor implementation of Babylon ARTS’ fundraising strategy in conjunction with Trustees and staff and lead on the development of bids for future funding.
- Manage the Director – Gallery, Events & Cinema to implement the creative vision for the Gallery and ensure future sustainability
- Manage MP external strategic marketing and external evaluation consultancies with the MP Creative Manager and support their implementation.
- Regularly report MP progress and issues to the Babylon ARTS (ADEC) Board and MP Consortium.
- Manage Babylon ARTS’ budgets, forecasts and finances working closely with the charity’s Treasurer and Box Office & Finance Administrator to deliver information for effective reporting on project budgets and cashflow to secure grant drawdowns.
- Oversee and report on Babylon ARTS’ and MP budget and cash flow to stakeholders, via production of monthly financial/trading reports and commentaries from our Xero accounting system.
- Oversee the MP programme’s evaluation framework and monitoring in partnership with external evaluators, ensuring appropriate data is being collected, recorded, and shared effectively.
- Produce monthly written progress reports on all activities for Board and stakeholders.

NOTE:

This role may occasionally necessitate working unsocial hours during evenings and weekends.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Education & Training:		Degree level, or equivalent
Knowledge of:	HR processes, equal opportunities, and their implementation Line management and staff development processes	East Cambridgeshire /Fenland and / Forest Heath regions’ infrastructure Arts funding and heritage funding reporting processes

	Experience within the arts	
Relevant Experience of:	<p>Organisational development, strategic and operational management</p> <p>Delivery of complex projects with multiple external partners and contracts Managing operational staff</p> <p>Fundraising and bid writing experience</p> <p>Writing and Commissioning Service Level Agreements and monitoring their delivery</p> <p>Implementing and monitoring projects against targets</p> <p>Reporting to the Board, Consortium, and Funders</p> <p>Managing detailed budgets and financial reporting, including use of online financial programmes</p> <p>Experience of forecasting and managing cash flow</p>	<p>Mentoring and developing staff team</p> <p>Experience in the charitable sector</p> <p>Public speaking</p>
Skills and abilities	<p>Application of strong and clear judgement and decision-making</p> <p>Excellent interpersonal skills and team building experience</p> <p>An understanding of HR processes</p> <p>Track-record of working in partnerships with other agencies.</p> <p>Able to multi-task across a range of events and project</p> <p>To work on own initiative, prioritise and organise workload, including balancing pressure and expectations</p> <p>Communication and negotiation skills that are effective with a range of stakeholders</p>	<p>Experience of working with Trustees and volunteers</p>

	Strong IT skills, including Microsoft Office and accounting software	
Personality	<p>Confident, professional, enthusiastic, and resilient</p> <p>Able to lead and work effectively in a team, whilst also being able to work independently</p> <p>Demonstrates energy and enthusiasm and the ability to motivate people and lead by example</p> <p>Supportive of others and able to share knowledge and skills effectively</p> <p>Able to work flexibly to accommodate changing needs</p>	
General	Willingness to work flexible hours including weekends and evenings	<p>Enthusiasm for professional development to achieve additional skills as this role develops</p> <p>A current, valid, driving licence and the use of a vehicle with insurance for business purposes is essential</p>

To find out more about Babylon ARTS and the Market Place programme and please visit the websites www.babylonarts.org.uk and www.cppmarketplace.co.uk



www.cppmarketplace.co.uk



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Market Place is run by a Consortium of Partners consisting of



Market Place is part of Creative People and Places programme developed by Arts Council England with support from National Lottery funds



We are grateful and proud to be supported by

