

## Glasgow East Arts Company Limited

### JOB DESCRIPTION

#### Arts Manager

POST:	Arts Manager
HOURS:	35 hours per week, with evening and weekend work
SALARY:	£41,000 - £43,000 per annum, depending on experience plus company pension scheme
REPORTS TO:	Chair of Glasgow East Arts Company (GEAC)
DATE:	July 2021

This post is subject to disclosure.

#### JOB PURPOSE:

To lead GEAC in the delivery and development and refresh of the company's **strategic plan**, Engaging People Inspiring Communities ensuring the arts are at the heart of the charity.

To support and advise the **board** on governance, finance, staff matters and all programme activity.

To lead an effective **engagement plan** that supports local people to access GEAC's work both in and out with the venue

To be well **networked** with overall responsibility for the **artistic programme** and to support **artists** to develop, make and share work.

To oversee The Bridge Café Bar run through GEAC's subsidiary trading company, **GEAC Trading Limited**

#### KEY TASKS:

##### Governance

- with the Chair, prepare board reports for bi-monthly meetings, comprising regular updates and staffing, health, safety and risk reviews;
- establish the annual budget with the board;
- work closely with the Chair of Staffing and Finance Sub-Committee and Chair of GEAC Trading limited in the preparation of all papers;
- keep the board compliant on charity, finance, staffing, health and safety matters;

## **Programming**

- motivate and lead the programme team across theatre, dance, music and visual arts;
- with external partners, oversee the development of the annual outdoor events programme across the wider Glasgow North East;
- drive the Taking Part programme with project's lead officer/s and partners;
- monitor and review the programme to ensure a mix of ambitious creative work and participation;
- identify gaps or new programme opportunities in line with the company's strategic plan.

## **Engagement**

- develop and build positive relationships with North East groups and agencies;
- lead the Bridge-wide programme group to enhance synergy and connectivity across diverse agencies and client groups;
- develop training and work experience opportunities with Glasgow Kelvin College;
- lead on arts and creative networks for the area locally and represent Platform at a wide range of forums and networks at local, regional and national level.

## **Marketing and Audience Development**

- maximise publicity opportunities through marketing and communications team;
- produce copy for Platform's What's On and other print / online material;
- oversee regular and effective monitoring and evaluation of the programme and its continuous improvement;
- lead, with the board, the continuing development of pricing strategies that supports local participation.

## **Finance, Funding and Fundraising**

- plan, develop and oversee all budgets with the team and drive all income targets;
- work with the part time Finance Officer and accountant to prepare monthly management accounts;
- report to the Staffing and Finance Sub-Committee of the board bi-monthly on all finance related matters and manage the annual report and audit process;

- significant fundraising and reporting duties including Creative Scotland's Regular Funding and Glasgow City Council's Communities Fund;
- oversee all funding bids and reports to funders with delegated responsibility to team members;
- maintain, develop and sustain excellent relationships with funders and similar stakeholders;
- develop a fundraising strategy;

### **Personnel**

- lead and manage the team including GEAC Trading Limited ensuring a supportive and positive work culture is maintained and developed;
- ensure training and professional development planning is in place and monitored for employees;
- maintain and grow GEAC as a positive employer;
- be compliant with employment law drawing on the company's external specialist agency, GCVS's Employer Services;
- oversee personnel records including annual leave and absence management.

### **Administrative Duties**

- write reports for stakeholders;
- lead team meetings;
- be the lead representative at meeting of Bridge-wide managers;
- attend meetings with a range of internal partners and external agencies.

### **Other**

- work evening and weekends when required and be the visible representation of the organisation at key events and meetings;
- engage in all aspects of safe and efficient working practices in line with Health and Safety at Work legislation and GEAC's health and safety policy;
- carry out any other duties as may be requested by the Board of Directors.

## Glasgow East Arts Company Limited

### PERSON SPECIFICATION

#### Arts Manager

Criteria	Essential	Desirable	Evidence
Education and Qualifications	HND, Degree or equivalent	Additional CPD or post-graduate qualification	Application Certificates
Work Experience and Training	Minimum of 5 years senior experience in a professional arts or a community role	Contemporary, multi art form professional background	Application Certificates
Skills, Knowledge & Competencies	<p>Working with a Board and track record with compliance matters</p> <p>Strong motivational, leadership and management skills</p> <p>Excellent interpersonal skills and ability to communicate and influence at a Board level</p> <p>Ability to bring people and organisations to work together and compromise</p> <p>Experience in strategic planning</p> <p>Experience of managing a cultural venues</p> <p>Developing and sustaining complex relationships in a regeneration context</p> <p>Experience of staff development and training needs</p> <p>Experience of managing multi-disciplinary teams in a complex setting</p> <p>Track record in income generation from fundraising and trading activity</p> <p>Proven ability to deliver at strategic level</p> <p>Knowledge and application of customer service standards</p> <p>Up to date IT skills including Office and social media</p>	<p>Knowledge of project management methodology</p> <p>Experience of underpinning programmes with education and wider learning</p> <p>Experience of, health and safety at work legislation</p>	<p>Application</p> <p>References</p> <p>Interview</p>