

# Job description

## Arts centre director

<b>Immediate teams</b>	Arts
<b>Service team</b>	Finance
<b>Line manager's job title</b>	Head of Finance
<b>Number of direct reports</b>	Six staff
<b>Salary and grade</b>	£41,649 per annum (effective from 1 April 2016), Grade 8
<b>Duration of role</b>	Permanent
<b>Hours per week</b>	22.2 hours per week
<b>Normal place of work</b>	Cornerstone, Didcot, Oxfordshire
<b>Employing council</b>	South Oxfordshire District Council
<b>Probationary period</b>	Six months
<b>Notice period</b>	Three months
<b>DBS check required</b>	Yes
<b>Date job description updated</b>	November 2016

### About the role and what we're looking for

We are looking for an exceptional person to deliver the arts development strategy and action plan across the district, encouraging and developing arts activity and ensuring its accessibility and reach.

#### The purpose of this service manager level post is to:

- provide excellent leadership and management of Cornerstone, the successful arts centre in Didcot, to ensure that it continues to flourish, contributes towards the council's strategic objectives and provides the best service for customers
- lead and manage the wider arts service at South Oxfordshire District Council and at the Vale of White Horse District Council to ensure that they too contribute towards the councils' strategic objectives and provide the best service for their customers across the districts

#### Your main duties and responsibilities include:

- provide the artistic lead for Cornerstone and each council's arts service in order to maintain and develop them
- provide strategic and expert advice on arts issues and the future delivery of Cornerstone and the two arts services
- overall management of the staff, casuals and volunteers at Cornerstone (22 permanent staff, and some 15 casuals and 60 volunteers) and the two part-time staff of the two arts services
- programme three season's professional shows a year for Cornerstone's auditorium and oversee the programming of the participatory and visual arts programme in Cornerstone and other arts activities both within and outside the venue, and that of the arts services



- proactively seek opportunities to develop Cornerstone’s programme, its artistic output and connections on the national arts scene
- ACD review and update the rolling five year business plan for Cornerstone with management team
- ACD be accountable for the effective management of budgets for Cornerstone and the two arts services
- make Cornerstone a focal point in Didcot town centre and a venue that is well used by those within its catchment area, as well as being seen as a district-wide facility and a base for outreach into the district
- develop good working relationships with artists, arts groups and organisations, community and voluntary groups, stakeholders, partners, funders/sponsors, councillors, and the public
- represent Cornerstone and the two councils in meetings with external parties and promote a positive image of the venue and councils
- prepare and co-ordinate reports and presentations for the Cornerstone advisory board, which meets three times a year and comprises the leader of the council, the chief executive, the relevant cabinet member and strategic director and the head of finance
- assist the head of service, other senior managers, cabinets, scrutiny committees and other committees and meetings involving councillors, facilitating informed decision making by ensuring they are appraised of issues and receive relevant, best practice, professional advice
- act as council representative for safeguarding issues related to Cornerstone and the arts
- through the management of Cornerstone staff, have responsibility for
  - the performance of all aspects of Cornerstone business operations and contractors working for Cornerstone and/or the two arts services
  - oversee the securing of external funding
  - Cornerstone being a safe and well maintained building that is accessible to all
  - the increased usage of Cornerstone via successful marketing
- such other duties and responsibilities determined by the head of finance to be commensurate with the nature of the post.

## About you

### Your essential skills, knowledge and experience

- in depth knowledge of the arts, including arts programmes, developments and venues
- at least four years’ management of or within a multi-genre arts venue



- extensive experience of regular programming of professional performances of various genres and negotiating with agents and performers
- wide experience of effectively managing physical, human and financial resources, preferably in the arts
- wide experience and understanding of partnership working, preferably in the arts, and the ability and desire to make connections outside of the industry
- experience of securing financial support from external parties and supporters and pursuing development bids and projects
- excellent customer service skills, with a desire to exceed customer expectations, which you instil in all staff
- experience of developing and maintaining a successful high performing team
- a successful track record of working in a publicly-funded or commercial context and winning the respect, trust and confidence of funders, staff, customers and partners
- excellent spoken and written communication skills
- good numeracy skills, together with the ability to analyse and interpret statistical information and manage budgets effectively
- good IT skills, including word processing, spreadsheets and email
- excellent persuading, influencing and negotiating skills
- excellent interpersonal skills.

#### **Your essential qualifications**

- degree, preferably in the arts, or similar qualification, or an equivalent level of experience
- full and current driving licence and use of a vehicle insured for business purposes

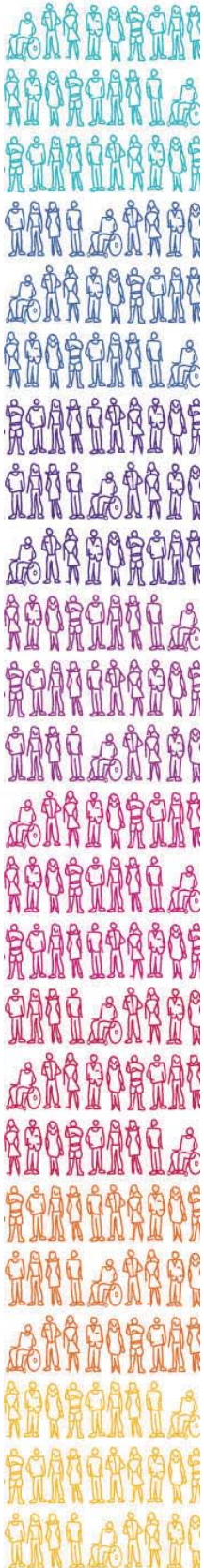
#### **If you have the following experience or qualifications – it's a bonus**

- a recognised management qualification, such as a diploma in management studies or equivalent level of qualification
- experience of working in a local government context

#### **Your style and behaviours**

Your approach at work needs to mirror our vision and values, which are detailed below. In particular for this role, the following points are essential:

- a passion for, and an inclusive approach to, the arts
- enthusiastic and proactive approach to work, with an ability to work under pressure and prioritise effectively to meet deadlines
- business acumen, flair and a desire to improve and innovate in order to create an effective and successful arts centre



- a flexible, cheerful, approachable and friendly disposition together with a determination to succeed
- an ability to work with a wide range of people and organisations, to consult, liaise and co-ordinate effectively and to build relationships and networks
- an understanding and commitment to equal opportunities / diversity in all aspects of service delivery and relationships with colleagues
- ability and willingness to work early mornings, evenings and weekends as required by the demands of the post.

## About us

Our vision and values are important to the councils and we expect you to support them and embed them in the way we work.



### Our vision

We are seen as being customer-focused, approachable and business-like. We are honest and open and are renowned for providing high quality cost effective services.

### Our values

- We act with integrity and show respect
- We are all accountable
- We are passionate about our business
- We strive for simplicity
- We love success

## The benefits we offer

- A basic 23 days **annual leave** per annum, rising to 28 days after five years. You also have all the bank holidays to look forward to and time off between Christmas and New Year.
- **Flexible working and annualised hours** – a flexible approach to work that our employees love!
- **Salary pay awards** – most jobs give scope for a pay increase after six months or the following April (depending on your start date) and we also review salaries each April.
- A generous career average **pension** scheme which includes life insurance of three times your salary
- No car park costs as there's ample **free parking**
- A **childcare voucher** scheme which parents appreciate
- The opportunity to **purchase a bike** through Cyclescheme (cheaper than directly through a store) so that you can cycle to work!



- A salary sacrifice **car lease scheme** – a fully inclusive driving package for a fixed monthly cost
- Various schemes to **keep you healthy** (reduced gym membership, free swims, contributory medical schemes, wellbeing appointments, free eye tests for DSE users, after work sports clubs and more)
- We give you two days per year to **volunteer** within the local community.

### How to apply

Having read about our role, if you have any questions, then please email, Emma Dolman on [emma.dolman@southandvale.gov.com](mailto:emma.dolman@southandvale.gov.com).

If this job excites you, please complete our online application at [www.southoxon.gov.uk/jobs](http://www.southoxon.gov.uk/jobs). We look forward to hearing from you.