



Director (Maternity Cover)

Application Pack – April 2019

Deadline: noon Thursday 25 April 2019

Interviews: Friday 3 May 2019

www.andfestival.org.uk

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Introduction

Thank you for your interest in this exciting opportunity in the role of Director (Maternity Cover) of Abandon Normal Devices (AND). We are seeking an exceptional individual to join our award-winning arts and digital culture agency to provide Maternity Cover whilst our Director, Ruth McCullough will be on leave from the end of June 2019.

You will play a key role in delivering AND's 2019-20 business plan, with scope to play an instrumental role in the development of the next edition of the AND Festival.

Job Description

Reports to	AND's Chair and Board of Trustees
Responsible for	Festival & Touring Producer, Head of Communications, Programme Assistant Curators / Freelance Producers and Finance Manager
Salary	£35,000 pro rate
Contract	Fixed term 9 - 12 month contract starting June 2019 until March / May 2020

AND is looking for an excellent individual to join the team as Director (Maternity Cover) to play a key role in delivering our business plan. This is an exciting time in AND's development as we plan for our next edition of the AND Festival and 10th Anniversary programmes.

The individual will work closely with the board and staff team, with the primary responsibility to lead the organisation to achieve its vision and deliver on its development and programme plans set out for 2019-20. It combines responsibilities for:

- Artistic, strategic and business planning, implementation and reporting
- Partnership management and development
- Team Leadership and Management
- Marketing & Advocacy
- Programme and Production

During this fixed time period, the posts look to:

- Deliver AND's Business Plan and programme ambitions as laid out to 2020;
- Shape and deliver the 9th AND Festival and associated partnerships, funding and sponsorship;
- Lead the development of the 9th AND Festival new commissions, sector development and touring programmes;
- Ensure that the funding and operational infrastructure of the organisation remains stable;
- Support on the development and delivery of annual and special programmes (such as 10th anniversary), revenue and fundraising campaigns.

There is potential within the role for alternative working arrangements due to the nature of the fixed time period and to cover the range of responsibilities required within this period. We may consider splitting this role into two positions or as a job share in order to ensure we have the right capacity and expertise to deliver our planned programme of work.

Therefore, at this point, we are very keen to hear from candidates who have expertise in two or more of the areas A – F in the Key Responsibilities section below. We are

also open to discussing alternative working arrangements for the right candidates and applicants are welcome to contact AND's Director, Ruth McCullough at ruth@andfestival.org.uk for an initial, informal and confidential conversation prior to applying.

We are seeking someone with knowledge of, and passion for, art and digital culture who is able to realise exceptional programmes that champion emerging practices in digital art, design, technology, science, film, music and the wider creative industries, someone who is capable of delivering exciting public programmes which attract, engage and inspire a wide range of audiences and participants.

The Director will be able to provide clear artistic, strategic and organisational leadership blended with a strong partnership building and collaborative team working approach. They will have experience of directing and managing creative or cultural projects and will possess wide knowledge, and a critical understanding of current debates and developments in digital culture, cinema and art.

They will have an excellent track record of creating and sustaining partnerships, leading creative teams to deliver ambitious and successful programmes and festivals. They will be responsive, innovative, engaged and flexible. They will be able to maintain AND's position strategically within the local, regional and national arts and cultural infrastructure and manage funding from public and private sectors (arts, cultural, creative, academic research, commercial and/or creative sources) that support AND's business plan and long-term sustainability.

Key Responsibilities

A. Artistic, strategic and business planning, implementation and reporting:

1. To oversee, monitor and implement AND's 2019-21 business plan, including financial planning and management and artistic strategy for approval by the Board, including short and medium-term planning and annual updating.
2. To be the principal point of contact in our relationships with our key funders, in particular with Arts Council England, British Film Institute and British Council.
3. To report in a timely manner to AND's funders in respect of all aspects of our funding agreements.
4. To work with the AND team and our accountants to ensure the short and medium financial health of the organisation.
5. To set and manage budgets across the organisation, managing 19-20 and forecasting 20-21 alongside the Finance Team and Board Finance Sub-committee.
6. To report formally to the Board on progress with the business plan, the key risks facing the organisation and their related mitigations, as well as AND's overall operation and performance.

B. Partnership management and development

1. To lead on the development of key artistic, strategic and financial partnerships locally, regionally, nationally and internationally with organisations and individuals in support of AND's business plan.
2. To prepare copy, papers and reports for a wide range of audiences in a manner appropriate to the reader including audiences, funders, staff, colleagues and artists incorporating evaluation material, analyses and arguments to support a case effectively.

C. Team Leadership and Management

1. To lead, motivate, manage and support the AND team ensuring compliance with best HR practice, including one to one meetings, annual appraisals and performance planning encouraging and supporting the continuous professional development of all AND staff.
2. To support and maintain an organisational culture which encourages collaboration and supports all staff to work to the best of their abilities.
3. To ensure that AND's volunteers and placements are properly trained, resourced, supported and valued.

D. Marketing & Advocacy

1. To work with AND's Head of Communications to manage the marketing team and evaluation programmes ensuring AND's activities are effectively marketed, evaluated and communicated to its audiences and stakeholders.
2. To be an active and effective advocate and ambassador on behalf of the organisation at a range of public events and with the media.
3. To pro-actively contribute to arts and wider cultural leadership networks regionally, nationally and internationally.

E. Programme and Production

1. To support AND's overall artistic direction and vision, with scope to contribute to AND Festival, 10th Anniversary and future programmes.
2. To work with AND's Festival & Touring Producer and other AND staff, commissioned artists, researchers, technologists and partners to develop creative ideas for the programme, ensuring its successful delivery and enabling wide access by a diverse range of audiences.

F. General

1. To implement AND's policies, particularly in the areas of employment, health and safety, safeguarding, equality, diversity and data protection.
2. To work closely with, and report to the Chair and AND's Board, ensuring they are kept fully apprised of key developments, and the risks and key issues affecting the organisation and its future development and sustainability.
3. To be willing to travel nationally and internationally, and work evenings and weekends as appropriate.

Employment Terms

- Normal working hours are 37.5 hours per week*
- 33 working days annual leave (including public holidays)
- Two month probation period
- One month notice period after probation completed
- Contributory pension scheme provided by Nest

* Due to the nature of the role and the projects we undertake, there is an expectation (particularly during the biennial festival) of additional evening / weekend work. You will not receive any additional payment for hours worked more than your normal hours of work and this has already been considered when setting salary ranges.

Place of Work - Principally at AND's office in The Bonded Warehouse in central Manchester. A willingness to travel is necessary as many of our partners and networks are across the UK and abroad. Also, as our projects often take place at locations outside Manchester, temporary relocation to a base 'on site' may sometimes be required.

Person Specification

We expect successful applicants to be able to demonstrate the following:

Key: CV = On Curriculum Vitae, CL = In Covering Letter, I = At interview

Experience: Essential	
Experience: Essential	Assessed by one or more of:
A demonstrable record of achievement delivering high quality programmes of national significance in the arts and/or creative media sectors, including in non-arts settings.	CV, CL, I
A track record of successful programming and delivery of a curatorial vision, in tandem with strategies for the development of new audiences, fundraising, marketing and PR.	CV, CL, I
Experience of establishing and/or sustaining innovative, creative and practical collaborations with artists, academics and creative technologists across arts and non-arts sectors to successfully deliver a wide range of activity.	CV, CL, I
Proven experience of mid / long-term business planning, delivering strategic vision for an organisation taking account of its operating context and external environment. You must be able to translate a curatorial vision into realistic plans and lead a team to deliver these within the resources available.	CV, CL, I
A broad range of fundraising and reporting experience from public sources and trusts and foundations and/or commercial sponsorship plus a proven track record of managing bidding processes including partnership bids.	CV, CL, I
A minimum of 2 years' experience of leading and managing an arts or creative media organisation, or equivalent experience e.g. acting as curatorial lead, project managing or taking a lead role within an academic framework.	CV, CL, I
Experience of working in creative and practical collaboration with artists, arts organisations, venues and volunteers, to deliver a public programme of activities.	CV, CL, I
Experience: Desirable	
Experience in running arts or media festivals of national and/or international significance.	CV, CL
Experience of working on research, training, learning and outreach, or professional development programmes.	CV, CL

Abilities, Knowledge and Skills: Essential	
Excellent networking, communication and negotiating skills so as to secure and maintain strategic, creative and financial partnerships, regionally, nationally and internationally.	CV, CL, I
An ability to lead, motivate and nurture a staff team, freelance contractors and volunteers, coupled with line management and recruitment experience.	CV, CL, I
The ability to formulate and manage a budget of between £300,000 and £750,000 and supervise staff implementing financial systems. You will be able to scrutinise financial data and review budgets considering changing financial circumstances.	CV, CL, I
Demonstrable evidence of an understanding of key issues, emerging trends and challenges within digital culture, art and film and critical and current debates in the sector.	CV, CL, I
The ability to write reports for a wide range of audiences in a manner appropriate to the reader including funders, staff, colleagues and artists incorporating evaluation material, financial data, analyses and arguments to support a case effectively.	CV, CL
Degree, or relevant professional qualification/and or extensive relevant experience.	CV
Abilities, Knowledge and Skills: Desirable	
Understanding of relevant academic, commercial and research opportunities in the sector e.g. Innovate UK, AHRC, Creative Europe and potential collaborations.	CV, CL, I
Demonstrable knowledge of the UK art and digital culture infrastructure, contemporary artists and creative technologists and their work, coupled with current national and international connections.	CV, CL, I
Have an understanding of the legal responsibilities and reporting requirements of a registered company and a charity and its trustees, knowing when to seek independent professional legal, HR and/or financial advice.	CL, I
Personal Attributes	

Ambitious, passionate and enthusiastic for AND's success.	I
A collaborative, nurturing, supportive, team player able to work with a diverse range of communities and individuals.	CL, I
Commitment to widening access to the arts, to diversity and to equality.	CL, I
Creative and focused on outcomes and solutions.	CL, I
Able to work calmly and supportively under pressure and to deadlines.	CL, I
Willingness to take and manage artistic and organisational risks.	CL, I
Committed to personal and professional development.	CV, I
Willingness to travel within the UK and internationally if necessary.	CL, I

How to Apply

Application

Please submit a CV with a covering letter (no more than 2 A4 sides) demonstrating your suitability for the role and how you meet the experience, skills, abilities and knowledge required as set out in the Key Responsibilities and Person Specification above and send to jobs@andfestival.org.uk **by noon on Thursday 25 April 2019.**

In your letter please include the contact details of two referees, one of whom should be your current or most recent employer. If you are offered the job it will be subject to the receipt of satisfactory references.

Candidates should also complete an equal opportunity monitoring form which should be submitted with your application. All information provided in the form will be treated in the strictest confidence and held for statistical purposes only. This information does not form part of the selection process.

Equal Opportunities

AND is an equal opportunities employer and we very much welcome applications from all members of the community. For this role, we particularly welcome applications from black and minority ethnic candidates and those with disabilities who are currently underrepresented in the arts.

Initial and confidential enquiries

As mentioned above, if you would like to have an initial and confidential conversation about this opportunity please do contact the Director, Ruth McCullough at ruth@andfestival.org.uk

General queries

If you have any questions about the application process please contact Cat Shaw at cat@andfestival.org.uk

Key Dates

Deadline for application:

noon Thursday 25 April 2019

Shortlisted candidates will be notified:

Monday 29 April 2019

Interviews date:

Friday 3 May 2019

Start dates:

Anytime from June onwards - ideally with crossover days with current director in June starting full-time in July 2019

We hope you've found the information helpful and many thanks again for your interest in this exciting role with Abandon Normal Devices. We very much look forward to receiving your application

Company Overview

AND commissions ground-breaking projects and festivals that challenge conventional modes of participation through an extensive programme of art, new cinema and digital culture (see Key Programmes below). We are a nomadic commissioner and born-digital producer unafraid to take artistic risks, enter new territories and broker new partnerships. Our projects are essential and urgent guides to understanding the dynamic and ongoing relationship between art, technology and the public.

AND fosters a richer and more critical digital culture offering complex and global perspectives from the worlds of cinema and contemporary art. Adventure and experimentation are central to our ethos and this is defined by providing artists, curators and producers with the opportunity to think, and work, outside of the box; our programmes are context specific, driven by the environment, encouraging new art forms and new ideas. 90% of our productions are new commissions; the first time an artist has worked on scale or the first time an abandoned or overlooked site has staged cultural work.

AND launched in 2009 and used the partnership of its founders FACT, folly and Cornerhouse as a springboard to test new production models. Over the past nine years we have commissioned over 100 projects, delivered 8 festivals and worked with over 500 contemporary artists from Gillian Wearing to emerging names like Katie Rose Pipkin. In July 2014, we were awarded National Portfolio Organisation (NPO) status by Arts Council England (ACE) and have since evolved from being a biennial festival to a year-round live and on-line commissioning agency delivering projects, exhibitions, public art and research.

2017 was one of our most successful years to date; we launched *Cosmos*, an audio-visual residency and co-commission with Jodrell Bank Observatory, the University of Manchester and Cheshire East Council, and we were a successful recipient of a Creative Europe grant for *New Networked Normal* (a partnership with arts organisations across Europe) which runs until September 2019. We also formed many new partnerships to deliver AND Festival 2017 - our eighth and biggest edition to date featuring 60 artists across 8 venues and attracting over 32,000 visitors to Castleton, Peak District National Park, UK.

AND has four years National Portfolio Organisation (NPO) funding in place from ACE, taking us to 2022. We also have a strong record of securing funds from supporters such as Jerwood Foundation, Nesta, British Film Institute and the British Council. Turnover varies from £300,000 upwards to £500,000 in a festival year. Our annual accounts can be found [here](#).

AND has a small core team comprising:

Director	Ruth McCullough
Head of Communications	Catherine Waddington
Festival & Touring Producer	Louise Hargreaves
Programme Assistant	Catherine Shaw
Marketing Officer	Edwina McEachran
Finance Team	Contact Theatre*

* AND has a Contract for Services with Contact Theatre for provision of our finance administration.

For specific projects, particularly the festival, our core team is augmented by additional specialist staff and a team of volunteers.

A registered charity and a company limited by guarantee, AND is guided by a committed Board of Trustees, a voluntary body that has fiduciary responsibility for AND's overall governance and management. The trustees are the Chair, Howard Rifkin, Vice Chair, Katie Moffat, Treasurer, Alma Budd plus David Mathias, Mike Stubbs, Abigail Gilmore, Sam Bompas, Zabia Jabbar and Debbi Lander.

Key Programmes

Industry Residences

AND invests in practice-based research through enabling artists to collaborate with cutting edge technology and/or science partners. This has included *Project Daedalus*, a Digital R&D funded project looking at the creative use of drones in partnership with Marshmallow Laser Feast and University of Salford, and *COSMOS*, a ground-breaking partnership and art-science residency with Jodrell Bank Observatory and the University of Manchester.

AND Festival

AND Festival is a roaming biennial event and is UK's only roaming digital arts festivals. It is a rehearsal space, a catalyst and incubator for new models of working. An opportunity for artists and audiences to respond to a site, context and international platform. The methodology for developing the programme changes based on the site, venues and capacity of partners who have in the past included hosts, Forestry Commission England, Peak District National Park, National Trust, Cornerhouse and FACT (Foundation for Art and Creative Technology).

Cross Platform Commissions

AND commissions ambitious artworks from live soundtracks, cross platform productions and public realm works. Over the years AND has commissioned over 100 works involving pioneering and award-winning artists and musicians including *Eva and Franco Mattes*, *Andrew Kötting*, *Oneohtrix Point Never*, *Carolee Schneemann*, *Krzysztof Wodiczko* and Turner Prize winners *Gillian Wearing* and *Sebastian Schmieg*. In 2016 AND received Wired's "Innovation in Experience Design Award".

Exhibitions

AND curates exhibitions which explore sub-cultures and emerging artistic practices. Previously this has involved '*Seeing the Forest Through the Trees*' focusing on plant sensoria and communication; *Art of Bots*, showcasing pioneers of the bot making community and in *Digital Dark Ages*, we explored the preservation of our digital lives for future generations. Artists include *Kathy High*, *Jamie Allen*, *Matthew Plummer Fernandez*, *Thomas Thwaites*, *Simone Niquille* and *Martha McGuinn*.

Touring & European Programmes

AND tours commissions nationally and internationally to wider and more diverse audiences. Works have toured to Berlin, Shanghai, Italy, Sydney, as well as across the UK. This extends our reach and involves the strategic development of new partners. Historically this has included partnerships with Transmediale, STRP Biennial and The Influencers as part of *New Networked Normal* a Creative Europe programme looking at art, technology and citizenship.