



**ABANDON
NORMAL DEVICES**

\\ Creative Director (Maternity Cover)

\\ Application Pack – November 2020

Deadline: midday Friday 04 December 2020

Interviews: w/c 14 December 2020

www.andfestival.org.uk

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Thank you for your interest in the role of **Creative Director (Maternity Cover)** with 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 February 2021.

This is an exciting role that will be key to the development and delivery of AND's 2021-22 business plan and programmes, including AND Festival 2021 and preparation and submission of AND's next Arts Council England National Portfolio application.

\\ JOB DESCRIPTION

Job Title: Creative Director (Maternity Cover)
Salary: £34,000 pro rata (£27,200 per annum)
Hours: Part-time 4 days p/week, 30hrs per week
Contract: PAYE Fixed term 11-12 months Jan/Feb - December 2021
Location: Remote working with use of the AND's office in Central Manchester with travel to festival locations across Merseyside and Cheshire.

Reports to: AND's Chair and Board of Trustees
Responsible for: Programme Producer & Programme Assistant, External Freelance Producers, Researchers, Curators & Consultants
Working with: Executive Director, Core Team, Finance Manager, Strategic & Programme Partners

Purpose of the post

AND is looking for an excellent individual to join the team in 2021 as Creative Director to play a key role in delivering our artistic programme and business plan. This is an exciting time in AND's development as we deliver our 2021 edition of AND Festival, shape an exciting future for the organisation as part of our organisational development and submit a new application for the next round of the Arts Council England (ACE) National Portfolio.

The Creative Director will work closely with the Board of Trustees and Executive Director, to support AND achieve its vision and deliver on its strategic and business plans, with the primary responsibility to lead the organisation's creative direction and programme development during 2021.

The role combines responsibilities for:

- Creative, Strategic & Business Planning
- Programme & Production
- Advocacy & Partnerships
- Fundraising & Financial Management
- Team Leadership & Management

During this fixed time period, the post looks to:

- Deliver AND's current Business Plan and ambitious programme as laid out to 2023
- Lead the creative development and production of AND's annual programmes
- Lead the development of the 10th edition of the AND Festival (2023) identifying locations and core partnership and funding models
- Support the delivery and management of the 2021 AND Festival, taking an overview of creative direction and key stakeholder relationships

- Jointly lead on the submission of AND's application to ACE to be a National Portfolio Organisation (NPO) (expected August – December 2021) working with the Senior Management Team in line with the organisations Business Plan
- Ensure the creative vision and operational infrastructure of the organisation remains stable
- Support on the development and delivery of annual revenue and fundraising campaigns
- Proactively support AND's commitment to equality, diversity and anti-racism, through key policy and action plans

We are seeking someone with knowledge of, and a passion for, art and digital culture who is able to realise exceptional programmes that champion emerging practices across 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 and diverse range of audiences and participants.

The Creative 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 a broad 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 regional, national and international 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

Creative, Strategic & Business Planning

- Work with the Executive Director to articulate AND's future vision, leading on the artistic strategy, programme and financial planning for approval by the Board
- To oversee, monitor and implement AND's 2021-23 Business plan alongside AND's Executive Director
- To jointly report 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.
- Work with the Executive Director to lead on the development and submission of AND's application to the next ACE NPO round (expected to take place from August - December 2021)
- Jointly lead on any critical strategic, financial or operational issues that may arise relating to COVID-19, and any associated restrictions, impacts or risks to the organisation

Programme & Production

- To deliver AND's overall artistic direction, with specific responsibility to oversee and implement AND's 2021-23 programmes and with scope to contribute to future programme development
- To work closely with AND Team, commissioned artists, researchers, curators, technologists and partners to develop creative ideas for the programme, ensuring its successful delivery and enabling wide access by a diverse range of audiences

- Support the delivery of the 2021 AND Festival, with a specific focus on overseeing the artistic quality and production of the site-specific commissions and online programmes working closely with AND's Programme Producer
- To set and manage programme and production budgets across the organisation
- To ensure AND's programme reflects the diversity of contemporary global society, specifically connected to the innovations and challenges related to new cinema, digital culture and art worlds
- To support the Executive Director on the marketing and evaluation of AND's programmes, ensuring activities are effectively marketed, evaluated and communicated to its audiences and stakeholders

Advocacy & Partnerships

- To lead on the development and management of key artistic, strategic and financial partnerships regionally, nationally and internationally with organisations and individuals in support of AND's business plan
- To pro-actively engage with ongoing research and collaborations to support AND's networks and future programme partnerships
- To prepare copy, papers and reports for a wide range of stakeholders 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
- To be a pro-active and effective advocate and ambassador on behalf of the organisation at a range of public events and with the media, including travelling regionally, nationally and internationally, and working evenings and weekends as appropriate
- To pro-actively contribute to arts and wider cultural leadership networks regionally, nationally and internationally

Fundraising & Financial Management

- To be the principal point of contact in our relationships with our key funders, in particular with Arts Council England, British Council and British Film Institute
- Work with the Executive Director and Programme Producer in identifying and preparing funding bids and applications throughout the year. Specifically leading on the development and submission of AND's application to the next ACE NPO round (expected August-December 2021)
- To report in a timely manner to AND's funders in respect of all aspects of our funding agreements
- To work with the Executive Director, Finance Team and Board Finance Sub-committee to ensure the short and medium financial health of the organisation
- To manage programme related finances, including 2021-22 budgets and forecasting for 2022-23
- Work with the Executive Director to identify and implement income generation opportunities within AND's programme and operations

Leadership and Management

- To jointly 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
- To support and contribute to an organisational culture which encourages collaboration and supports all staff to work to the best of their abilities
- To ensure that AND's volunteers and placements are properly trained, resourced, supported and valued

- To jointly report to the Chair and AND's Board with the Executive Director, ensuring they are kept fully apprised of key developments, and the risks and key issues affecting the organisation and its future development and sustainability
- To implement AND's policies, particularly in the areas of employment, health and safety, safeguarding, equality, diversity and data protection
- To work with the Executive Director and Chair to ensure the Board of Trustees, staff and programme reflect the organisation's diversity ambitions and implement its equality and diversity policies and action plans

\\ EMPLOYMENT TERMS

Salary:	£34,000 pro rata (27,200 per annum)
Hours:	Part-time 4 days p/week, 30hrs per week (flexible working available*)
Contract:	PAYE Fixed term 11-12 months Jan/Feb - December 2021**
Pension:	Contributory scheme provided by Nest
Annual Leave:	33 working days annual leave pro rata (including public holidays)
Probation Period:	Two-months
Notice Period:	One-month notice period after probation completed

Place of Work – Principally at AND's office in the Bonded Warehouse in central Manchester with travel to festival locations across Merseyside and Cheshire in 2021. 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.

In light of the ongoing COVID-19 pandemic, the AND team have moved to home working where possible and expect this to continue into 2021. Access to the office is available for those staff unable to work from home. AND recognise that staff members may need to access flexible working hours to accommodate caring responsibilities.

** Due to the nature of the role and the projects we undertake, there is an expectation (particularly during the biennial festival) of some evening / weekend work. Additional payment will not be made for hours worked above normal working hours, this has been considered alongside our flexible working and time off in lieu policies, and when setting salary range.*

*** AND welcomes applications from individuals who wish to be seconded from other organisations, please be aware salary levels will need to operate within the overall salary budget including VAT.*

\\ 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	
Experience	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, trusts and foundations and/or commercial sponsorship plus a proven track record of managing bidding processes including partnership bids.	CV, CL, I
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 in running arts or media festivals of national and/or international significance.	CV, CL
Abilities, Knowledge and Skills	
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 experience.	CV, CL, I
The ability to formulate and manage a budget of between £300,000 and £600,000 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.	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

Understanding of relevant academic, commercial and research opportunities in the sector e.g. Innovate UK, AHRC, 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
Degree, or relevant professional qualification/and or extensive relevant experience.	CV
Personal Attributes	
Committed and enthusiastic for AND's success.	I
A collaborative and supportive approach, able to work with a diverse range of communities and individuals.	CL, I
Willingness to take and manage artistic and organisational risks.	CL, I
Creative approach, focused on outcomes and solutions.	CL, I
Able to work calmly and supportively under pressure and to deadlines.	CL, I
Commitment to widening access to the arts, to diversity and to equality.	CL, I
Committed to personal and professional development.	CL, I
Willingness to travel within the UK and internationally if necessary.	CL, I

\\ HOW TO APPLY

To apply for the role please submit:

- CV (no more than 2 A4 pages) and including at least two referees)
- A supporting statement (no more than 2 A4 pages) outlining how your skills and experience relates to the role.
- AND Equal Opportunities Form (submitted anonymously [online](#))
- Your availability between January – December 2021

AND's selection panel will be shortlisting based on the person specification outlined in the Job Description above. To complete the supporting statement please review the job description and person specification and demonstrate in your responses the relevant; Experience, Abilities, Knowledge, Skills; and Personal Attributes you will bring to the role - either directly or with transferable skills from other sectors. Where relevant please include links to projects or portfolio within your statement to support this.

Please send your applications to jobs@andfestival.org.uk with **APPLICATION - Creative Director (Maternity Cover)** as the subject field.

The closing date for applications **midday Friday 04 December 2020**

Interviews are expected to take place **w/c 14 December 2020**

As we are likely to receive many applications, we are unfortunately unable to reply to each one individually, therefore, if you have not been contacted by end of 14 December please assume that your application has not been successful on this occasion.

Access Support

We are committed to ensuring our opportunities are open for people who experience barriers to inclusion. We recognise that you might need additional support to participate in the application and/or interview, whether that is technical equipment, access support or adjustments to the process. If you require any support or adjustments, please contact us now via jobs@andfestival.org.uk with **Creative Director (Maternity Cover)** as the subject field.

Application queries

If you have any questions about the application process please contact us on jobs@andfestival.org.uk with **Creative Director (Maternity Cover)** as the subject field.

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

Thanks once again for your interest in AND. We look forward to receiving your application.

Yours sincerely
The AND Team

\\ ADDITIONAL INFORMATION

\\ 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 ten 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.

AND has National Portfolio Organisation (NPO) funding in place from ACE until March 2023. 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 £600,000 in a festival year. Our annual accounts can be found [here](#).

AND has a small core team comprising:

Director	Ruth McCullough
Executive Director (Interim)	Catherine Waddington
Programme Producer	Louise Hargreaves
Programme Assistant	Sarah Bond
Communications Coordinator	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, Zaiba Jabbar and Debbi Lander.

\ \ Equality & Diversity

Abandon Normal Devices is committed to equality of opportunity for all. We believe that a diverse workforce can enable more innovative, creative and dynamic workplaces. We want to reflect the diversity of our audiences in our workforce; therefore, we actively seek and welcome applicants, including but not limited to; ethnically or culturally diverse backgrounds, diverse sexualities and genders, disabled and d/Deaf people, or those with unconventional career paths. We will be using positive action under the Equality Act 2010 to appoint, should candidates be equally qualified.

\ \ Environment & Sustainability

AND declares a Climate and Ecological Emergency and is making efforts as an organisation and as individuals to achieve Net Zero by 2025. We are actively working to imagine and model ways that we can encourage sustainable practices internally as well as with the creatives and individuals we work with nationally and internationally.

As a National Portfolio Organisation funded by Arts Council England, we report on our environmental activity through tools and resources provided by Julie's Bicycle, including the development of an environmental policy and action plan.

We are currently participating the [Julie's Bicycle Accelerator Programme](#), a strand of work to foster enterprise, innovation, future thinking and creative perspectives on climate and the environment. Working with Fast Familiar and the Arts Catalyst to explore the often-hidden environmental impact of the creation and delivery of artworks using digital technology. The insights and learning from the programme will be circulated with the wider cultural sector, forming a critical part of a roadmap for a shared vision for change.

We support and encourage our staff, artists, partners, volunteers and everyone we work with toward creating a green, sustainable future.

\ \ Programme Overview

AND is a nomadic commissioner and born-digital producer unafraid to enter new territories and broker new partnerships.

We propose a significant shift in the way that art is experienced through staging projects that spill out of the gallery and into the 'street'. Our portfolio includes the UK's only roaming biennial, which takes place in a new location every edition and an annual commissioning programme, which can take the form of public art, site specific film happenings and cross platform productions.

Bypassing traditional formats and disciplines, our projects are essential and urgent guides to understanding the dynamic and ongoing relationship between audiences, art and technology, often providing multiple, disruptive, and profoundly different worlds to exist in. Audiences are invited to interact with bold ideas, encounter new art-forms and experience art, in the everyday and in unexpected locations.

AND has commissioned 100 new works and has worked with pioneering and award winning artists, which now amounts to over 300 contemporary artists including Aram Bartholl, Eva and Franco Mattes, the award winning Julian Oliver, Brody Condon, Molleindustria, Ubermorgan, HeHe, Andrew Kötting, Matthew Plummer-Fernandez, Heath Bunting, Oreet Ashery, Apichatpong Weerasethakul, Carolee Schneeman, Krzysztof Wodiczko, Gillian Wearing, Phil Collins, Rafael Lozano Hemmer, The Yes Men. Works have toured internationally to Germany, China, Indonesia, USA, Italy, and Australia, as well as across the UK.

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).

The 9th edition of our festival programme, exploring the global trade gateway of the Manchester Ship Canal and River Mersey, was originally scheduled to take place in May 2020 but was postponed due to the Covid-19 pandemic. Further details [here](#).

We are currently undergoing a period of rescoping which will see the festival rescheduled with a programme of events taking place in Spring and Summer 2021. The programme will feature a series of unusual and unexpected experiences – immersive installations, augmented reality seascapes, virtual environments, floating experiments and immersive field trips – on boats, docks, ports and online.

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.

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.