



## AND DIRECTOR(S) - JOB DESCRIPTION

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<b>Job Title:</b>	AND Director(s)
<b>Reports to:</b>	AND Chair of the Board
<b>Responsible for:</b>	Senior Producer, Marketing & Communications Lead, Finance Manager, any relevant external contractors / consultants
<b>Contract:</b>	Permanent with part-time / full-time / job share options*
<b>Salary:</b>	£40,000-£45,000 PAYE pro rata**
<b>Location:</b>	Hybrid working, with regular team contact days in central Manchester
<b>Pensions:</b>	3% contribution from AND
<b>Holidays:</b>	33 days pro rata (inclusive of bank holidays)

*\* Outlined below are the skills and experience deemed necessary for leadership of the organisation as a whole. We are open to applications and proposals for part or all of the role: Director, Co-Director or alternative leadership models, from individuals, pairs or collectives.*

*\*\* The salary is modelled on a band between £40,000-£45,000 pro rata, which will be negotiated with the selected candidate(s) depending on the level of skills and experience, and based on the agreed leadership model following recruitment.*

## **Primary Duties & Responsibilities**

Abandon Normal Devices (AND) is seeking a visionary leader (or leaders) to lead our radical, award-winning arts organisation and our nomadic biennial, AND Festival.

AND is a catalyst for new ideas and artforms. Situated in the North of England, working nationally in the UK and globally, we curate experiences, commission and incubate new art, cinema and music, often investigating the possibilities and impacts of emerging technology and science. Nomadic yet rooted in community-building, we disrupt traditional artforms, challenge normative perspectives and create space to imagine. We believe that centering artists and audiences in critical conversations through our work, opens up new enquiries, alternative understandings and ultimately positive change.

We are seeking individual(s) with the skills and passion to envision and realise exceptional programmes that champion emerging practices in digital art, design, film, music and new materials, that forge innovative cross-sector collaborations. The ideal candidate(s) will cultivate a collaborative culture that advocates risk and radical new voices, inspiring creative ambition and expanding AND's future audiences, while practising ethics of care and sustainability in all areas of AND's work.

The Director(s) will be responsible for the artistic and strategic direction of the organisation, delivering the organisation's mission, collaborating with board, staff, and stakeholders to realise our long term vision. This includes leading on artistic vision and programming, strategic planning and operations management, fundraising and development, marketing and ensuring the organisation fulfils its operational, fiscal, charitable and stakeholder commitments.

The Director(s) will be highly effective, able to lead and inspire creative teams to deliver ambitious, innovative public programmes that engage a range of audiences. An active advocate and ambassador, they will be capable of forging and sustaining innovative partnerships that strengthen AND's position strategically within the regional, national and international arts and cultural infrastructure. They will have the skills and experience to secure funding from a range of sources to ensure AND's long-term sustainability.

### **Leadership**

- Articulate and implement AND's mission and artistic vision
- Develop, lead and manage AND's strategic plans, including artistic strategy, business plan and brand identity
- Lead development of and advocate for emerging and innovative creative practices, within the organisation and wider arts and cultural sector regionally and nationally
- Lead, inspire and motivate AND's staff, artists, partners and contractors, creating a positive collaborative organisational culture which champions creative ambition and innovation, and is grounded in ethical and sustainable practices
- Lead on reporting to the Chair and Board of Trustees ensuring they have the information and resources necessary to govern the charity effectively and responsibly

## **Programme & Partnerships**

- Lead AND's artistic direction, working with the programme team, reflecting and feeding back on audiences, interpretation and positioning nationally and internationally
- Lead on the initiation, development and production of AND's annual programme, and/including the AND Festival, working with AND's programme team, commissioned artists, researchers, technologists and partners to develop creative ideas for the programme
- Ensure successful impact of AND's creative programmes, enabling wide access by a diverse range of audiences
- Lead on the development of key artistic, strategic and financial partnerships locally, regionally, nationally and internationally

## **Resource Management (People & Finance)**

- Ensure effective financial planning and management, working closely with AND's Finance Manager: supporting internal procedures, eg. banking and payroll; monitoring monthly management accounts and cash flow; overseeing annual accounts and audit
- Set AND's annual budget and multi-year projected budgets, ensuring good budget management and reporting across the staff team
- Oversee AND's HR and policies ensuring AND is compliant, particularly in the areas of employment, health and safety, safeguarding, equality, diversity and data protection
- Working with the Senior Management Team (SMT) and relevant line managers, ensure best HR practice: one to one meetings, annual appraisals and performance planning, encouraging and supporting continuous professional development
- Work with the SMT to regularly review, update and sign off organisational policies and procedures with Board of Trustees, and ensure their implementation across the organisation
- Work with the SMT to lead and oversee the contracting of all freelance staff and suppliers, across programme, production, communications, marketing, PR and business/finance
- Ensure that AND's volunteers and placements are trained, resourced, supported and valued

## **Fundraising & Development**

- Lead on the development and delivery of an effective fundraising strategy, working closely with the Senior Management Team, to ensure AND's long-term sustainability
- Identify and secure funding for the delivery of AND's business plan and activities from a wide variety of public and private sector sources (such as government, cultural and third sector institutions, academic research, commercial and/or creative industry sources)
- Develop commercial and sponsorship opportunities for AND, its brand and activities
- Lead point of contact in relationships with core stakeholders (eg. Arts Council England, BFI, Art Fund, British Council) working with SMT to ensure all funders and stakeholders obligations are delivered and all reporting requirements are fulfilled
- Oversee all annual and programme evaluations, working with independent evaluators and our core funders' reporting requirements, resulting in comprehensive stakeholder, artist and audience evaluation data and feedback

## Marketing & Advocacy

- Lead on the AND brand, protecting and ensuring a consistent company image and that all communications are delivered to a high standard, maximising value both intellectually and commercially
- Oversee the development and delivery of AND's communications and audience development strategies, directing communications staff to ensure festival, annual or project programmes are effectively communicated to stakeholders (audiences, partners and artists)
- Be an active and effective advocate and ambassador at a range of public events, and proactively contribute to arts and wider cultural leadership networks regionally, nationally and internationally

## Governance

- Report to the Chair and Board of Trustees, ensuring they are kept fully apprised of key developments, risks and opportunities affecting the organisation, reporting on progress with the business plan, funding obligations, future development and sustainability
- Convene, facilitate and report to AND Board through quarterly Board and sub-committee meetings
- Ensure regulatory compliance with Companies House and Charity Commission, working with AND's Finance Manager on annual submissions
- Conduct regular risk reviews and implement measures to reduce risk to the organisation, reporting any key risks to the Board of Trustees and funders where required

## Working for AND

This role requires travel across the UK including North of England, and occasionally internationally. As our programmes, most notably the biennial festival, often take place at locations outside Manchester, temporary short-term relocation to a base 'on site' may be required during delivery periods of large scale programmes (eg. 1-2 weeks).

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

AND recognise that staff members may need to access flexible working hours to accommodate caring responsibilities.

## Our Values

We share a set of core values - **collaboration, risk, care** - that are evident in all that we do.

**COLLABORATION** is at the heart of all our work, a source of inspiration, celebration, and provocation. It underpins our interactions with artists, partners and audiences, alongside championing **RISK** and the creative ambition it can inspire. By challenging ourselves, artists, partners, and audiences to think, create and act differently we enable extraordinary and unexpected creative outcomes. We **CARE** about our interactions with people and our impact in the world. We centre the wellness of our team, artists and communities, creating a space for different perspectives to be recognised and valued, activating more equitable and sustainable creative practices.

## PERSON SPECIFICATION

	<b>Assessed by</b>	
<b>Experience</b>	Application	Interview
A demonstrable record of developing and leading on an artistic vision, delivering successful high quality programmes of national/sector significance in the arts and/or creative media sectors, including in non-arts settings. Establishing and sustaining innovative, creative and practical collaborations with creatives, academics, arts organisations, creative venues and volunteers.	X	X
Proven experience of mid / long-term business planning, leading and managing an organisation delivering the strategic vision and taking account of its operating context and external environment, or equivalent experience (e.g. acting as curatorial lead, project managing or taking a lead role within an academic framework).	X	X
Experience of delivering excellent HR practice, creating appropriate staff structures with effective internal communication, supporting line managers and staff to perform their roles.	X	
Experience articulating, embedding and delivering equity, diversity and inclusion best practice with small organisations or teams.	X	X
Experience managing financial processes for an organisation or major project, involving distribution and monitoring of the budget with other individuals / teams, and including analysis of actual and forecast (budget) data, reflecting changing financial circumstances.	X	
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.	X	X
Experience of applying a brand to a programme and/or communications strategy, ensuring consistent messaging to a high standard, maximising and protecting the brand value, both intellectually and commercially.	X	X
<b>Abilities, Knowledge and Skills</b>	Application	Interview
An ability to lead, motivate and nurture a staff team, freelance contractors and volunteers, coupled with line management and recruitment experience.	X	X
Ability to translate a curatorial vision into realistic plans and lead a team to deliver these within the resources available, in tandem with aligning strategies with audience development, fundraising, marketing and PR.	X	X
Demonstrable knowledge of the UK art and digital culture infrastructure, contemporary artists and creative practitioners with awareness of key issues, emerging trends and challenges within the sector, and contemporary national and international connections.	X	X
Working knowledge of workplace rights, rules and best practice, enabling best practice for employee management of a team of staff (PAYE and Freelance).	X	X

The ability to formulate and manage a budget of over £300,000, supervise staff managing project budgets and implementing good financial systems.	X	
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.	X	X
Knowledge of relevant grant giving organisations including; trusts and foundations, academic, commercial and research opportunities in the sectors.	X	X
Excellent networking, communication and negotiating skills so as to secure and maintain strategic, creative and financial partnerships, regionally, nationally and internationally.	X	X
An understanding of legal responsibilities and requirements of a registered company, and a charity and its trustees, knowing when to seek independent professional legal, HR and/or financial advice.	X	X
<b>Personal Attributes</b>	Application	Interview
Ambitious, passionate and enthusiastic for AND's success.	X	X
Willingness to take and manage artistic and organisational risks.	X	X
A collaborative, nurturing, supportive team player able to work with a diverse range of communities and individuals.	X	X
Commitment to widening access to the arts, to diversity and to equity.	X	X
Commitment to environmental sustainability.	X	X
Creative and focused on outcomes and solutions.		X
Able to work calmly and supportively under pressure and to deadlines.		X
Committed to personal and professional development.	X	
Willingness to travel within the UK and internationally as necessary.		X