

Job Title:	Assistant Regional Director, Southend	Job Category:	Salaried position. Permanent contract.
Location:	Based in Southend on Sea	Travel Required:	Yes
Level/Salary Range:	Negotiable – depending on experience	Position Type:	Full time
HR Contact:	Stephanie Stephenson stephanie@metalculture.com	Hours of work:	9am – 5.30pm (with flexibility)
Line Manager:	Artistic Director & Chief Executive	Start Date:	September 2019 <i>(or earlier if available)</i>

Please send CV and covering letter either by post or email to:

Stephanie Stephenson
Company Administrator
Metal, Chalkwell Hall, Chalkwell Avenue, Southend on sea SS0 8NB
Tel: 01702 470700
Email: stephanie@metalculture.com

Deadline for applications: Friday 31 May 2019 (Interviews w/c 17 June)

About Metal

Metal was founded in 2002 by Jude Kelly CBE working with current Artistic Director and CEO, Colette Bailey since inception. We have been active in South Essex since 2007, working from our base in Southend on Sea. We also have bases in Liverpool since 2004 and Peterborough since 2012. In each place, we work from buildings of historic significance that we have transformed from empty or derelict spaces into vibrant cultural hubs. We support artists, locally, from across the UK and overseas, working in all disciplines, at all career levels, providing opportunities for artists-in-residence, running intensive, week-long Culture LAB's for peer-to-peer learning and exchange. We create large-scale, participatory projects that respond to our immediate environment and involve people of all ages and from all walks of life. We curate exhibitions, festivals and other events which are often in response to place. All our spaces are well used by numerous community groups for meetings, workshops, performance, artist's talks and the development of networks and ideas. At Metal Southend we also operate a licensed, pop-up bar and café from time to time, usually in tandem with arts programme and hire out our spaces for small events as part of our income stream. We operate through a wide range of partnerships, ranging from Arts Council England, local authorities, regional agencies such as the Local Enterprise Partnerships, Music Hubs and Bridge organisations. We also have strong working relationships with a wide range of other arts organizations, community groups, schools and HE / FE institutions.

About This Role

This post will be a key part of Metal's Senior Management Team. You will bring a broad experience and knowledge of managing people and operations, as well as developing and delivering both small and large-scale arts programme across a range of artistic disciplines. You will bring an excellent knowledge of artists in the UK and internationally and experience of attracting a diverse range of funding and strategic partnerships. Responsible for the continued development of Metal's buildings, resources and programme of activities in Southend-on-Sea, the successful candidate will understand how to work effectively with people at all levels, as

well as managing a programme of regular artist's residencies, events, activities and partnership relationships. We are looking for an experienced, senior arts manager with a strong track record of resourcing and delivering high impact arts programme with a particular set of highly developed skills around participation. Dealing with a broad range of activities from internal and external sources you will be highly organised and pro-active in developing and implementing effective, high impact arts projects. You will be able to operate effectively under pressure with excellent communication skills, good humour and energy and, as a representative of Metal, maintain our policies for working with and serving diverse communities. The successful candidate will work closely with Metal's Artistic Director & CEO, Senior Management Team and Associate Curators – as well as leading project teams in Southend and, from time to time, working with project teams in Liverpool and Peterborough. **Further information – www.metalculture.com**

Principal Duties

- 1. Be an active part of Metal's Senior Management Team (SMT), providing advice, ideas and input into our organizational operations, artistic programme and fundraising activities.**
 - a. Learning from and inputting experience into regular SMT meetings
 - b. Leading on the local management and operation of Metal's buildings in Southend on Sea.
 - c. Leading the fundraising and income generation drive to support the programme of activities in Southend on Sea, with an entrepreneurial spirit.
 - d. On occasion, be an active part of cross organizational fundraising for shared programme.

- 2. Operations**
 - a. Manage any local HR issues in Southend on Sea – in conversation with the AD & CEO and Company Administrator (nb. we have off-site HR expert advisors).
 - b. Assisting in developing and implementing plans and goals for Metal in Southend
 - c. Assisting with annual evaluation and reporting to stakeholders, partners and funders
 - d. Coordinating and supervising daily operations – including overseeing effective office management and administrative systems for the organisation
 - e. Ensuring the smooth running of Chalkwell Hall and Metal Art School within these systems.
 - f. Ensuring compliance with regulations and internal policies

- 3. Managing the Delivery of the Programme of Events in Southend on Sea**
 - a. Developing and managing partnerships with a wide range of individuals, institutions, organisations, funders and stakeholders to ensure effective development and delivery of programme of events in Southend on Sea.
 - b. Liaising with artists from UK and internationally on Metal's artistic programme of events, activities and residencies in Southend on Sea.
 - c. Managing the pastoral care of artists in residence at Chalkwell Hall in Southend on Sea.
 - d. Managing the Southend team to deliver a regular programme of Metal activities in Southend on Sea, including but not exclusive to:- Village Green festivals / Metal Art School programme / NetPark / Future Park Network / Culture LABs / Artist's Talks etc.....
 - e. Working to and managing specified budgets for programme in Southend on Sea
 - f. Keeping accurate financial information to report to Artistic Director, Metal Board and Funding partners.
 - g. Managing a small team of project and administrative workers locally in Southend to deliver the Southend programme of work.

4. Communications

- a. Working with the AD & CEO and Senior Management Team to ensure effective communication across the organization – between sites and staff at all levels. This will include, for example, leading regular staff team meetings and attending Senior Management Team meetings
- b. Contribute to an across-organisation marketing strategy and co-ordinating the method of delivery for this strategy within Southend. This will include for example, oversight of press releases, regular e-newsletters, website updates and social media.

5. Other Duties

- a. You will work actively within Metal's Equal Opportunities, Child Protection and Health and Safety Policies
- b. You will undertake any other duties reasonably requested by the AD & CEO / and Metal Board.

This job description is a guide to the nature of the work. It is not wholly comprehensive or restrictive and may be reviewed with the Post Holder and Line Manager as required.

Skills/qualifications:

All candidates must be able to demonstrate the following:-

- at least 10 years arts management experience
- strong knowledge (both national and international) of current arts scene/practices
- track record of working developmentally with artists
- track record of commitment to socially engaged practice & broad participation in the arts
- experience of partnership brokerage/fundraising
- excellent time management and organisational skills
- enthusiastic, self-motivated and outgoing
- be able to establish productive relationships with people at all levels
- a positive and adaptable approach to problem solving
- an excellent understanding of budgeting and financial management
- be able to work as part of a team
- possess an eye for detail
- work well under pressure
- knowledge of all relevant H&S, Child Protection and Equality policies and processes.

Metal operates an Equal Opportunities policy. References required.