

[www.artreach.biz](http://www.artreach.biz)

Leicester: LCB Depot, Leicester LE1 1RE Tel 0116 261 6882

Maidenhead: 1 Craufurd Rise, Maidenhead SL6 7LR Fax 01628 778593

**Development Manager - Salary up to £30,000**

**Full time, permanent contract based in our Leicester office**

ArtReach ([www.artreach.biz](http://www.artreach.biz)) is an exciting cultural development agency and Creative Producer that delivers – festivals and event creation, public art, strategic consultancy and capital cultural project development.

Fundraising is integral to all our work and ArtReach is currently a recipient of ACE Ambition for Excellence and EU Creative Europe funds for *Journeys Festival International* [www.journeysfestival.com](http://www.journeysfestival.com)

ArtReach delivers to four strands of work:

1. Festival and event creation, programming, production and delivery (see [www.nightoffestivals.com](http://www.nightoffestivals.com) and [www.journeysfestival.com](http://www.journeysfestival.com))
2. Public art and performing arts commissioning, programming and project management
3. Strategic consultancy and organisational development to support arts and cultural organisations and artist development
4. Capital cultural project development (including feasibility studies, development activity and project management)

We want to appoint a skilled, dynamic and ambitious Development Manager with a strong remit to deliver fundraising activity, to help develop corporate relations, promote the company, and to manage business operations. We’re looking for applications from people confident in their proven fundraising ability, with excellent writing and marketing skills, great organisational/coordination ability and who are passionate about our mission to “make great art possible and accessible”.

An application pack can be requested by e-mailing [opportunities@artreach.biz](mailto:opportunities@artreach.biz) .Closing date is 5pm on Thursday 5 January and interviews will be held in Leicester on Thurs/Friday 12 and 13 January. Start date late February/early March. If you have any queries once you’ve read the application pack please e-mail using [opportunities@artreach.biz](mailto:opportunities@artreach.biz) Phone call only if essential - 0116 261 6882



##### JOB DESCRIPTION

**Position: DEVELOPMENT MANAGER**

**Contract type/length:** Full Time

**Salary:** Up to £30,000 per annum

**Reporting to:** ArtReach Director

**Working with:** Executive Producer (*Journeys Festival International*), Executive Producer (*Night of Festivals*) and with a range of key partners

**Responsible for:** Marketing and Communications Manager (and others as required e.g. appropriate internships)

**Hours of working** 40 hours per week. Normal working hours will be 9am to 5:30pm with 30 minutes for lunch. Please note, however, that evening and weekend working will be necessary from time to time

**Holiday entitlement:** 20 days per annum plus 8 statutory Bank Holidays

**Probationary period:** 3 months

**Summary**

ArtReach is a cultural development agency which is both a Creative Producer and a strategic cultural consultancy. The company was established by Director, David Hill, in 1996 and has its main base in Leicester (at LCB Depot in the Cultural Quarter) and an administrative base in Maidenhead (Berkshire). ArtReach has a long track record of providing a unique range of specialist support to help drive successful arts and heritage projects and supporting activity.

*Mission*

ArtReach makes great art possible and accessible, connecting art with grass roots and diverse communities to forge creative engagement.

ArtReach works with theatres, galleries, arts centres, festivals, dance companies, music organisations, carnival groups, museums, libraries, individual artists, Local Authorities and arts funding/development agencies, including Arts Council England (ACE). It has a strong portfolio of clients, with many cultural partners in the Midlands, North-West, South-East and London. It also delivers projects in the other regions of England and internationally.

**Fundraising**

ArtReach has a twenty year track record as an accomplished and prolific fundraiser. We have secured many awards from ACE, HLF, BIG Lottery, Trusts and Foundations and the European Union (ERDF, ESF, Creative Europe, European Commission, INTERREG and LEADER). Our fundraising is both on behalf of and supporting clients and also for our own creative projects. We have also successfully sought and secured corporate funds and private giving from individuals.

We need to build our capacity to fundraise for ArtReach work and this is partly the reason for the appointment of a Development Manager. We also want to explore other areas of earned income.

The person appointed as Development Manager will have a considerable professional development opportunity working with the experienced ArtReach Director.

**Consultancy Work**

ArtReach has many clients, small, medium and large and is continually in demand for organisational development, fundraising, business planning and board development work.

Currently and over the coming year we will be:

* Continuing to support the development of Milton Keynes Islamic Arts and Culture organisation (MK IAC), including event managing its major summer festival, Art in the Park (1/2 July 2017).
* Undertaking development work on capital project initiatives in Whitstable, Dorchester and Maidenhead, and on arts development initiatives in London, Leicester and Luton.
* Working on Creative Europe partnership initiatives to take advantage of the last UK opportunity before BREXIT

**Creative Producer Work**

*Journeys Festival International*

ArtReach has Arts Council England Ambition for Excellence funding until December 2018 to develop its *Journeys Festival International* project in Leicester, Manchester and Portsmouth. In 2016 we have built an extensive partnership network for this project including Leicester City Council, New Walk Museum, Curve, Phoenix Arts, Attenborough Arts Centre, Soft Touch Arts, After 18, Leicester City of Sanctuary, Y Theatre, British Red Cross, De Montfort University, Royal Exchange Theatre, Contact Theatre, In Place of War, Manchester Museums, Brighter Sound, Rethink Rebuild, HOME, Community Arts North West, University of Manchester, Manchester City Council, Portsmouth Cultural Trust, Aspex, Portsmouth Festivities, Artswork, the Mighty Creatives, Curious Minds, New Theatre Royal Portsmouth and University of Portsmouth.

ArtReach is also Lead Partner for a successful Creative Europe project, JOURNEYS, that runs through 2017, working with partners in Rome, Hamburg, Palermo and Budapest. ArtReach was one of only twelve organisations across Europe, from 277 applications, granted funding through the last round of Creative Europe. This award was made after BREXIT.

*Night of Festivals*

*Night of Festivals* was originally conceived by ArtReach in 2010, initially to mark the 200th anniversary of Latin American independence from Spain, and produced in Nottingham. It quickly developed into a special ongoing Festival brand with the theme “to celebrate the values of freedom and democracy through artistic innovation”. The hallmarks of the event are – free access, multi art form delivery, new commissions, strong ingredient of carnival and street arts, partnership with local arts and cultural organisations, community participation and content that gently provokes and invites questions around the meaning of freedom and democracy. Despite the title the event takes place all day, almost always over 2 days, and usually ends by 11pm.

*Night of Festivals* was give London Festival status in 2012 as part of the Cultural Olympiad. It has regularly achieved Local Authority commissioning support, ACE G4A support and has also been recipient of ACE Strategic Touring funds and a substantial Creative Europe Award (with ArtReach as Lead Partner working with cultural organisations in Germany, Bulgaria and Romania). With European partners we have created three collaborative elements – a Night Time Lit Carnival, a Freedom Wall graffiti project and a Plinth Programme of visual arts commissions.

In 2015/2016 *Night of Festivals* events have been delivered as follows:

June 2015 – Lincoln (High St and Braywater) – as part of the 800th anniversary celebrations for Magna Carta

June 2015 – Hounslow (High St and Bell Square)

July 2015 – Barking (Abbey Park and High St) – as part of the 50th anniversary of the London Borough of Barking and Dagenham

Oct 2015 – Leicester (Humberstone Gate, High St, Victoria Park and King Power Stadium) – as a SPECIAL EDITION cultural centre piece for the city’s Rugby World Cup events. Particular highlights were commissioning and contracting artists from countries whose teams were playing rugby in Leicester – Argentina, Namibia, Tonga, Canada and Romania, and commissioning a special Night Time Lit Carnival as a European collaboration.

May 2016 – Gabrovo (Bulgaria) – as part of the Gabrovo Carnival (including the Night Time Lit Carnival)

June 2016 – Hounslow (High St and Bell Square) – building into a regular annual event

July 2016 – Hamburg (Altona district) – as part of the STAMP Festival and Altonale (including the Night Time Lit Carnival)

August 2016 – London (More London and Potter’s Field sites on the South Bank by Tower Bridge and City Hall) - marking the opening weekend of the Rio Olympics (including the Night Time Lit Carnival)

In 2017 ArtReach plans two Night of Festivals events

11/12 June 2017 – Hounslow (High St and Bell Square) – a third edition of the event further developing and enhancing its content

15-19 August 2017 – Leicester (Humberstone Gate, High St and Market Square) as a special *Night of Festivals* South Asia to mark the 70th anniversary of India and Pakistan independence

Strategic plans are also being made for a follow-up to the substantial August 2016 event in London. The aim is to deliver *Night of Festivals* London at More London again in August 2018 and to make this a biannual event.

*Other 2017 creative projects*

* Supporting development and delivery of Corby Mardi Gras in March 2017
* Curatorial support and event management for MK IAC *Art in the Park* (July 2017)
* Leading the development and delivery of public art for a number of capital developments in Greater Manchester, with artwork being commissioned for interchange developments in Stockport, Wigan and Tameside (Ashton).

**Development Manager - Key Responsibilities**

1. Identifying fundraising opportunities, developing project outlines and budgets (in conjunction with the Director and other members of the ArtReach team), and writing/submitting high quality applications to a range of sources (including public sector, lottery, Trusts and Foundations, corporate and European Union). Fundraising activity will support both ArtReach produced work and ArtReach client activity.

2. Building relationships with funding partners and potential funding partners (including corporate organisations) and widely promoting and advocating the work and activities of the company.

3. Management of and support for the Marketing and Communications Manager to maximise the effectiveness of publicity, promotion and PR. Managing other personnel as appropriate e.g. admin intern.

4. Providing effective operational overview and coordination of administrative systems/procedures that support the ArtReach business.

5. Pro-actively exploring all avenues for earned income generation relating to ArtReach and client activity, and implementing initiatives as appropriate and agreed.

**Key Result Areas**

* Agreed target funding applications are delivered on time and to appropriate quality.
* Opportunities for funding bids are identified, and effective and detailed plans made for applications to be submitted.
* Effective systems are implemented to build and maintain funding partner (and potential partner) engagement and relationships (including corporate relationships), leading to submission of successful applications.
* Efficient and supportive line management of other ArtReach team members as agreed.
* Operational systems and procedures run smoothly and efficiently and are reviewed and updated/amended as appropriate for the effective running of the business.
* Opportunities for earned income generation are identified and pro-actively pursued.
* Effective independent working is shown to enable delivery to agreed objectives and targets.

**Detailed Responsibilities**

1. Maintain detailed familiarity with all aspects of the ArtReach operation, including the range of project activity, longer-term festival/event plans and the needs of ArtReach clients.
2. Maintain up-to-date awareness of funding opportunities through public sector, Lottery, Trusts and Foundations (and other private sources), corporate sector and European Union. Share information with other ArtReach team members.
3. Research funding opportunities and maintain a rolling Fundraising Strategy and Plan to provide a clear route map for the company’s fundraising activity (both for its own work and for clients)
4. Shape project narratives, outlines and budgets in order to prepare appropriate funding bids
5. Write high quality funding applications to a range of sources including public sector, Lottery, Trusts and Foundations (and other private sources), corporate sector and European Union.
6. Establish systems for funding partner relations and pro-actively develop and maintain direct relationships with funding partners and potential partners.
7. Ensure timely and detailed reports and evaluations are provided to funding partners as required to effectively meet conditions of funding.
8. Meet with ArtReach partners and clients as appropriate in fulfilling the fundraising brief within the job role.
9. Maintain an overview of the marketing and promotion of ArtReach, managing and supporting the Marketing and Communications Manager and any freelance PR support.
10. Identify new opportunities for earned income within the activity that ArtReach delivers and if agreed implement income generation initiatives.
11. Maintain continuous review of the administrative operation of ArtReach and ensure that operational systems and procedures are appropriate and effective, recommending change as and when needed.
12. Manage any other team members appointed to support the administrative operation of ArtReach.
13. Attend network events and always advocate on behalf of ArtReach.
14. Ensure regular reports and updates are provided to the ArtReach Director.
15. Deliver day to day office administration requirements for the role (being self-sufficient in terms of main support needs) - maintaining electronic and paper filing systems, contacts information, calendar updates, personal time sheets, work plans etc.
16. Any other development and administration work as required to ensure effective delivery of the role.

**Person specification**

Essential skills, qualities and experience:

* Educated to degree level or with equivalent experience
* Understanding of arts funding and policy.
* Demonstrable experience of having lead responsibility for writing successful funding applications to different sources.
* Proven experience of shaping projects and budgets leading to submission of funding applications.
* Knowledge of different fundraising opportunities.
* Enjoy writing funding bids.
* Proven ability in partnership working.
* Experience of delivering and interest in operational/business systems
* Proven networking ability.
* Experience of successfully managing other team members.
* Evidence of commitment to and passion for arts and cultural projects and programmes, especially those that engage a range of communities.
* Experience and knowledge of marketing and promotions.
* Strong planning skills with a proven attention to detail.
* Independent motivation.
* Strong writing skills.
* Efficient time management – ability to work effectively within time constraints and under pressure
* Evidence of reliability.
* Positive and friendly working approach.
* Excellent communication skills – both written and verbal.
* Strong IT and social media skills and experience. Literate in Microsoft Office programmes.
* Willingness to work at weekends and in the evenings where necessary.

The following skills, qualities and experience are desirable:

* Experience of corporate relations.
* Specific art form interest.
* Experience of the Outdoor Arts sector.
* Financial and budget management.
* Foreign language(s).
* Driving license.

Application form continues below:

**Application No. (For ArtReach office use only) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**DEVELOPMENT MANAGER – Application Form**

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| Please Note: |
| 1. You are strongly recommended to read all enclosures before completing this application form. 2. This form should be completed in full and submitted electronically. We will accept submissions received in hard copy provided they arrive before the closing time specified. 3. Pages may be expanded or additional sheets attached where necessary. Please provide no more than 4 pages for Q.1. 4. Applications received after the closing date will not normally be considered. 5. Curriculum vitae will only be accepted in addition to this application. All candidates must answer the question on page 2 and provide the information set out on pages 3 and 4. 6. The closing date for this post is Thursday 5 January 2017 at 5pm |

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| --- | --- | --- |
| Personal Details | | |
| **Title** e.g. Mr/Mrs/Ms: | **Address:** | |
| **First Name (s):** |
| **Surname** | **Post Code:** |  |
| Telephone contact/Mobile – please indicate your preferred first contact number: | | |
| Email: | Other: | |

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| **Please describe the skills, knowledge and experience you would bring to the post. Please make particular and specific reference to the job requirements described in the job description and person specification** (Maximum 4 pages). |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Education, Training and Qualifications. Please give relevant details (in summary as appropriate), including those gained overseas: | | | | | |
| Higher Education and any relevant professional training | Dates | | Qualifications gained-  Subject and level | Grade | Date |
| From | To |
|  |  |  |  |  |  |
| Membership of Professional Organisations |  |  |  | | |

|  |  |  |
| --- | --- | --- |
| Current Employer or Last Employer | | |
| Job Title: | | |
| Responsible to: | | Date Appointed: |
| Employer’s Name: | | Present Salary: |
| Employers Address: | | Present Grade: |
|  | | Other Benefits: |
|  | Post Code: | Notice Required or Date Left: |
| Brief Description of Duties: | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **Other Employment** | | | | | | |
| Employer | Job Title | | Grade/Salary Per annum | | Dates | |
| From | To |
|  |  | |  | |  |  |
| **General Information:**  Are you related to a Board member of ArtReach or any of its employees? | | | | | | |
| Yes 🞎 | | No 🞎 | | If ‘Yes’ please give details | | |
| Have you been convicted of a criminal offence (other than motoring offences and spent convictions) | | | | | | |
| Yes\* 🞎 | | No 🞎 | | \*If ‘Yes’, please provide information in a separate document | | |

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| **Referees**: Please give details of a minimum of two people who are prepared to act as referees for you. One of these should be your present employer (or most recent) employer. References will only be taken up for applicants selected for interview. Please advise below if you don’t wish referees to be contacted prior to interview. | | | |
| Name: | | Name: | |
| Position Held by Referee: | | Position Held by Referee: | |
| Organisation: | | Organisation: | |
| Address: | | Address: | |
|  | Post Code: |  | Post Code: |
| Telephone: | | Telephone: | |
| May we contact prior to interview?  Yes 🞎 No🞎 | | May we contact prior to interview?  Yes 🞎 No 🞎 | |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | | Name: | |
| Position Held by Referee: | | Position Held by Referee: | |
| Organisation: | | Organisation: | |
| Address: | | Address: | |
|  | Post Code: |  | Post Code: |
| Telephone: | | Telephone: | |
| May we contact prior to interview?  Yes 🞎 No🞎 | | May we contact prior to interview?  Yes 🞎 No 🞎 | |

|  |
| --- |
| **I confirm the details in this form are correct:** Name:  Date: |

**Please return to** [**opportunities@artreach.biz**](mailto:opportunities@artreach.biz)**, along with a cover letter and curriculum vitae, if you wish.**

**If you need to return by post the address to use is: ArtReach, 1 Craufurd Rise, Maidenhead, SL6 7LR**

Returned applications should reach us by no later than the closing date shown on the front of this form. Late applications will not normally be considered.

Acknowledgements: You will be notified in writing whether or not your application has been successful and this will normally be within one month of the closing date. Those invited to interview will be contacted by Monday 9 January 2017.

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| **Data Protection Statement**  The information that you provide on this form will be held confidentially by ArtReach and will not be provided to any third party without your previous formal consent. |

**Application No. (For ArtReach office use only) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**EQUAL OPPORTUNITIES MONITORING**

**Instructions:**

Please copy/paste this form onto a separate sheet, complete and submit it as a separate document with your application.

This section is removed from the other Application details and will not be seen by the short listing panel.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Equality Monitoring**: We ask for this information to monitor achievement of our Employment Equality policies. Appointments are not based on information given here. Each item below, please tick the appropriate box ( 🞎 ) or respond as indicated. | | | | | | | |
| **Sex:**  🞎 Male  🞎 Female  🞎 Prefer not to say | | **Disability:**  🞎 Disabled  🞎 Not Disabled  🞎 Prefer not to say | | **Date of birth:**  -------/--------/-------  DD MM YY | | **Media source:** Where did you see/hear about this post? | |
| **Ethnic Group:** Please tick the one box that describes your ethnic group most closely: | | | | | | | |
| **White** 🞎 British  🞎 Irish  🞎 Any other  White  background?  *Please indicate below:* | **Mixed/multiple ethnic group** 🞎 White and Black  Caribbean  🞎 White and Black  African  🞎 White and Asian  Any other multiple ethnic background?  *Please indicate below:* | | **Asian or Asian** **British**  🞎 Indian  🞎 Pakistani  🞎 Bangladeshi  🞎 Any other Asian background?  *Please indicate below:* | | **Black or Black British**  🞎 Caribbean  🞎 African  🞎 Any other Black background?  *Please indicate below:* | | **Chinese or other ethnic group**  🞎 Chinese  🞎 Other *Please indicate below:* |