



Arts & Strategy Manager

Hours Min 16 hrs flexi

Responsible to Centre Manager

Responsible for Arts Team

Job summary

The Arts & Strategy Manager plays a lead role in the delivery of the artistic programme as well as being responsible for overseeing learning and participation within the Quay's artistic programme. This post will manage the rest of the Arts Team in planning, delivering and evaluating the Quay's diverse programme of activity.

Key responsibilities

- To work with the Centre Manager, Finance Manager and Board to review all Quay Arts assets; including our artist studios & participatory venue Jubilee Stores with other studio providers, architects and building consultants to find further opportunities in arts development and trading.
- Work with the Centre Manager and Arts Team to set overall Arts Policy, in accordance with the aims of the charity and its Business Plan on an annual basis.
- Keep up to date with opportunities for funding applications and developments within the Arts and cultural sector.
- Submit strategic funding applications to support arts delivery.
- With the Arts Team oversee and manage the Creative Apprentice programme and Mike Howley Trust Awards.
- To take a lead in communications with Quayholders and other philanthropic givers to the charity, in conjunction with the Sales and Marketing Manager.
- In conjunction with the Centre Manager and Finance Manager, set and monitor the Arts budget.
- In conjunction with the Centre Manager and Finance Manager, report to the Board of Trustees.
- Develop with the Arts Team a cohesive and structured arts programme - presenting a broad range of cultural activities and opportunities.
- Line management of the Arts Team
- To represent Quay Arts, liaising with external partnerships including schools and other organisations (ie. The Island Collection, Ventnor Exchange etc.) to develop new partnerships in relation to the artistic programme.
- Develop an outreach and education programme in conjunction with the Learning and Outreach Manager (in line with the Arts Council's 'Let's Create' strategy) to build upon and extend our educational offer to wider audiences.
- Lead on the monitoring and evaluation of the artistic programme.
- To ensure that all activities are compliant with legislation (H&S, Children and Vulnerable Adults Act etc.)

Person Specification

- Awareness of Arts Council's 'Let's Create' strategy.
- Able to plan, prioritise and deliver to tight timescales, responding flexibly and positively to change.
- Experience of project management from conception through to implementation with ability to demonstrate management of budgets throughout.
- Proficient I.T level experience; to include use of Social Media.
- Skills and experience in establishing, influencing, negotiating and building good working relationships internally and externally.
- Understanding of staff development, training and progression.
- Experience of bid writing and development of fundraising applications.
- The ability to prioritise, working on own initiative and in a flexible and responsive manner
- Experience of line managing staff & working with sub-contractors and freelancers.
- Excellent people skills, individuals and groups - to include senior managers, young people, parents/carers, communities, volunteers, artists and partners.
- Experience of working within an Arts related educational environment, including work with young people and community groups.
- Marketing and profile-raising experience.
- Experience of monitoring, evaluation and report writing.
- Experience of risk assessment and an understanding of Health & Safety requirements.
- Able and willing to work flexible hours which may involve evenings and weekends in order to facilitate full use of the Centre.