

Green Shoes Arts
COME JOIN US!



Green Shoes Arts CIC
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THE COMPANY AND THE IDEAL CANDIDATE

Green Shoes Arts are seeking a dynamic and ambitious new Artistic Director to help guide the company through the next phase in its development. A community interest company (CIC), Green Shoes works with and inspires the people of Barking and Dagenham to make positive changes through the arts. Whilst the majority of our operations are local, the increasing accessibility of technology is allowing our work to expand to other areas of the country, and internationally - and we would like to see the new AD develop this further.

We take a holistic approach, valuing all art-forms and actively promoting accessibility, diversity, and community within all of our operations. Nikki Watson - our current AD - has had a remarkable tenure, particularly during the pandemic (not a single member of staff has been furloughed), but is moving on to pursue more freelance work. Largely thanks to her leadership, Green Shoes is already a thriving company. We are now moving on to our next stage of our operations, with a new business plan and marketing strategy expected to be developed in the next six months. This is a wonderful chance for someone to come into a successful, nurturing, and supportive environment - whilst also having the opportunity to steer the company into new waters. The candidate will also benefit from a three month handover period, during which time they will be supportively integrated into the company, and have the chance to work with our Business Development Consultant to shape the future of Green Shoes.

We want to make it crystal clear that we aren't expecting applicants to 'tick all the boxes'. Continual professional development is something we are passionate about, and - if you find you have gaps in the 'desired skills' section of the application - don't worry. Just be honest about your experience, your skills (including transferable ones), and tell us why you are excited about the prospect of working with Green Shoes Arts. It is not essential that you have been in an arts leadership position before; what we want to see is a candidate that can demonstrate the right level of ambition and drive to engage with artists, local people, current and potential partners, and - potentially - international beneficiaries too. We will treat every application equally and on merit, and we are keen to hear from people from all backgrounds - including those who are



currently underrepresented in the arts. We are also open to the idea that the position may be taken by two people as a job share.

To apply, please fill in the application form, the equal opportunities form, and send us an up-to-date CV (two pages max). Please note, we are a small team and may not be able to provide feedback on your application, but all submissions will receive notification of whether they have been successful.

We are all really looking forward to hearing from you.

Dan Dawes

Director of Green Shoes Arts, on behalf of the board, staff, artists, and beneficiaries of the company.



JOB INFORMATION PACK

Job title:	Artistic Director
Reports to:	Board of Directors
Direct reports:	Project Managers, Project Coordinators, Business Development Consultant, Marketing and Comms Consultant, Projects and Office Admin, Finance Manager, Fundraising Consultants, Volunteers
Working hours:	This is a part-time post, 4 days per week*
Salary:	FTE 0.8 FTE of £35,000-£38,000 (depending on experience) = £28,000 - £30,400 per annum gross
Benefits:	3% Employer Pensions Contribution
Probation Period:	Three months, during which time either party may terminate the contract with two weeks' notice.
Holidays:	5 weeks per year (pro rata) plus bank holidays

*There will be a handover period of 3 months, in which time the current AD will work 2 days per week to support the transition for the incoming AD.

GSA is looking for an exceptional leader to take the reins to nurture and drive the company forward in the next stages of its growth, by feeding into the development of the business plan in collaboration with the Business Development Consultant and building a sustainable and relevant multi-arts organisation for the community and beyond.



The Artistic Director (AD) provides coherent, inspiring leadership for all of Green Shoes Arts' activities. You will spearhead and be responsible for the artistic quality of the organisations' output. The AD is responsible for ensuring the organisations' success. You will provide management leadership to a small, dynamic, and dedicated team and be accountable and responsible for the overall financial resilience and sustainability of the organisation. Working in partnership with the staff and Board of Directors, you will provide GSA with artistic direction and strategic leadership, specifically focused on delivering the company's mission to inspire positive change through arts engagement and intervention. You will work closely with the Board of Directors and staff, as well as stakeholders, funders and supporters and our diverse range of participants and artists to cultivate and realise the organisation's vision.

Artistic

- To develop and implement a creative multi-arts programme that fulfils the aims of Green Shoes Arts
- To ensure quality and excellence in artistic delivery
- To nurture a creative culture in the organisation that enables new ideas to flourish
- To ensure that best practice in socially engaged arts practice informs all GSA projects and programmes of work
- To be responsible for long-term artistic planning
- To oversee the monitoring and evaluation of the artistic programme ensuring inclusion of up-to-date and cutting-edge theories, methodologies, events, and industry personnel
- To continue to enhance the current tech and delivery models to broaden our reach and beneficiary engagement
- To feed into the development of a Business Plan in tandem with the Business Development Consultant & Board of Directors, and in consultation with staff, participants and volunteers

Management

- To manage staff members, artists, freelance and voluntary workers as a unified team
- To be responsible to the Board
- To agree roles and responsibilities for staff and freelance workers and implement the organisations staff development policy
- To oversee operational systems that ensure the effective implementation and monitoring of policies and programmes of work through evaluation and appraisal
- To oversee a programme of continuing professional development for staff, freelancers, and Board members



Strategic

- To set the long-term vision for the organisation in collaboration with Board of Directors, staff and external partners
- To oversee areas of policy development, implement the proposed Business Plan and work towards the organisations' long-term sustainability
- To navigate and explore the potential addition of an Executive Director in collaboration with the Board of Directors
- To act upon relevant regional and national policies on safeguarding.
- To continue to implement policies that encourage accessibility in the arts and ensure access is a key consideration in all artistic endeavours.
- To be an active player within a network of local and regional partnerships

Communications

- To act as an Ambassador for GSA and represent and promote all aspects of the organisations work
- To oversee the implementation of GSA' proposed marketing strategy
- To maintain the presence of GSA via online platforms including but not limited to company website and social media platforms

Finances

- To manage the implementation of GSA's proposed Business Strategy
- To oversee organisational budgets, and maintain fiscal responsibility.
- To ensure that realistic fundraising targets are set including identifying and guiding appropriate fundraising with Business Development Consultant and Fundraising Consultants inline with GSA's ethos
- To maintain a good working relationship with key funding partners

Partnerships

- To be accountable to key funders
- To seek out potential partners and beneficiaries to enable new creative and enterprise initiatives to be developed and sustained
- To bring together and maintain relationships with partners to jointly deliver public service commissions and other projects as informal or formal partnerships or as consortia
- To maintain relationships with stakeholders and local community
- To continue to embrace technology and online working in order to garner potential for national and international collaborations



PERSON SPECIFICATION

Essential Personal Qualities:

- Strong ambition and drive to deliver a programme of exciting participant-led arts projects
- Strong motivation and ability to manage own time effectively with minimum supervision
- The ability to respond positively/creatively to challenges and changes
- A commitment to the aims and ethos of GSA
- Ability to work flexibly and responsively, online and in-person

Essential Knowledge and Skills:

- Evidence of a knowledge of a wide variety of art forms.
- Evidence of creating and implementing projects that demonstrate best practises and have social responsibility at their core.
- Experience of leading productive relationships with funding bodies.
- Understanding of the subsidised arts sector.
- Proven ability to form relationships with partner organisations and beneficiaries.
- Excellent and proven ability to advocate for the arts, an artistic vision, and to diverse constituencies.
- Excellent interpersonal skills, including working and communicating with a wide range of professionals and beneficiaries.
- Experience of developing plans and budgets and overseeing financial and organisational management.
- Strong IT and communication skills.
- Proven experience of working with vulnerable people and implementing relevant safeguarding practises and policies.

Desired Knowledge and Skills:

- Experience of inspiring and leading multi-arts projects.
- Professional experience of managing a multi-arts grassroots organisation.
- A knowledge of relevant and up-to-date publications and recommendations for socially engaged arts leadership
- Experience of negotiating and agreeing contracts.



- Proven ability to broker relationships, identify income generation opportunities and attract funds.
- Experience of arts and health, community development and social inclusion issues
- Experience of managing an artist's development programme
- Delivering and monitoring effective equalities and diversity policies.
- Developing and implementing business development strategies.
- An understanding of marketing and promoting the arts
- Experience of successfully raising funds from public funders, trusts, foundations, businesses and individuals
- Experience of enabling good organisational governance; working with Board members and working with volunteers and placements
- Experience of facilitation with a variety of different audiences, including participatory arts projects
- Recruiting and managing staff
- Experience of working in an organisation and delivering projects online
- Experience of representing and advocating for an organisation on social media and within press

HOW TO APPLY

Please submit:

- An Artistic Director's Job application form (downloadable from our [website](#))
- An Equal Opportunities [form](#)
- An up to date Curriculum Vitae (max. 2 pages)

Send all information to applications@greenshoesarts.com before midnight on **5 January 2021**

Interviews will be held **11 January 2021**

Start date after 18 January 2012