

Arts&Heritage

ARTS&HERITAGE Director of Projects

Job Title:	Director of Projects
Responsible to:	Executive Director
Hours:	4 days a week
Salary:	£40,000 /annum pro rata

Overview of opportunity

Arts&Heritage is looking for a visionary thinker, curator and producer.

The Director of Projects leads on Arts&Heritage's commissioning activity, presenting contemporary art in new and unexpected environments and online. They will report to the Executive Director and will be responsible for upholding the quality of commissions, the strategic expansion of our artistic projects, the growth of new and diverse partnerships and the increase of Arts&Heritage's artist networks. This is a hands-on role, and the Director of Projects will work closely with the Executive Director and Director of Programmes to be responsible for the artistic development of the agency through forging new relationships between artists and non-arts organisations, including museums, the broader heritage sector, universities and other partners.

About us

Arts&Heritage (A&H) is an Arts Council England funded national organisation that challenges how heritage is understood, by connecting artists with historic sites and museums and communities to create contemporary works that explore our multiple histories outside of formal gallery spaces. Our projects create new perspectives with audiences, bringing to life hidden stories of collections and places.

Purpose: Arts&Heritage forges connections between artists, communities and historic sites and museums to challenge how heritage narratives are explored.

Vision: Exploring our pasts to imagine new futures.

Process: A&H creates national skills development **programmes**, initiates new contemporary **projects**, **advocates** for the sector, and works as **consultants**, advisors and mentors to generate unusual and ambitious commissioning opportunities for artists that prioritise a diversity of voices within the narratives presented in museums and heritage sites.

Values

- Ambition
- Research and innovation
- Integrity
- Care
- Conversation
- Imagination

Arts&Heritage is based in Hexham, Northumberland but the small team of staff work nationally and remotely. A&H is one of the UK's leading agencies delivering and supporting contemporary commissions in heritage contexts. It was established in 2009 and has built up a large clientele of heritage organisations such as the National Trust, Historic Environment Scotland and English

Heritage. We also work with museums such as the Gosport Museum and Wakefield Museums, dozens of smaller museums, volunteer run spaces and collections seeking to engage with a broader audience through commissioning new work. More information can we found on our [website](#).

Arts&Heritage is committed to promoting diversity and inclusivity. We would particularly like to hear from candidates who may not have a background in heritage but believe they have transferable skills relevant to the post.

Job Role and Responsibilities

Ambition & Quality

- To provide strong, inspirational, and high-profile leadership to enable Arts&Heritage to achieve its artistic vision and objectives within a changing cultural environment
- To shape the development of the agency by identifying new partnerships, commissioning opportunities and consultancy contracts to create an imaginative high-quality programme of projects and activity.
- To project manage and deliver new artist's projects in heritage environments and online in line with Arts&Heritage's mission, vision, aims and objectives as outlined in the Business Plan.
- To lead on the development of the Curatorial Forum in partnership with Leeds University
- To represent Arts&Heritage at conferences, symposiums and meetings with potential partners and to identify creative developmental opportunities for the agency
- To contribute to a positive, open and responsive working environment and cultural ethos that is conducive to the development of new work and attainment of the highest standards

Dynamism

- To identify, secure and manage the human and financial resources needed to deliver projects in partnership with the Arts&Heritage team
- To develop and submit funding applications (supported by the Executive Director) as required
- To deliver consultancy activity where it is in line with organisational objectives alongside other team members
- To support the Executive Director in the development of the future Business Plan, support the growth of the vision and feed into future funding bids and opportunities.
- To line manage the Digital Producer and other associate roles on a case-by-case basis
- To attend and report at meetings of the Board of Directors and any committees and working groups; to assist with the timely preparation of Board papers and to advise it on artistic matters
- To undertake duties as operationally required and at the discretion of the Board.

Environmental Responsibility

- To support Arts&Heritage's commitment to environmental responsibility; helping to embed environmental thinking in operations and logistics, in addressing how programming and partnerships can support this commitment and provoke debate
- To develop a framework to monitor environmental impact of A&H projects and implement across the team and programming partners
- To raise awareness of environmental issues through partnership projects

Inclusivity & Relevance

- To support Arts&Heritage's commitment to reflect and serve diverse communities and increase access to creative opportunities
- Research and deliver creative projects that focus on communities, people and heritage narratives that are to date unexplored to uncover untold stories, explore relationships and have conversations with publics that don't currently engage with the heritage infrastructure or are underrepresented in current heritage programming
- To broaden and diversify Arts&Heritage's database of artists working in all disciplines and to identify opportunities where artists could make a difference.
- To implement A&H's revised commissioning guidelines that supports diversity in commissioning processes
- Co-create and implement evaluation frameworks to ensure projects achieve their objectives and gather data and learning for future activity.

About you

We are looking for someone with an excellent track record in curating and producing artist projects, who has an existing strong network of artists and arts organisations and someone who can spot new opportunities to have conversations with a broad range of communities through forging new connections between the contemporary arts and the heritage sectors.

The values listed give a broader picture of the personal traits we all attempt to embody in our roles on a day-to-day basis. But all our team need to possess a genuine commitment to the principles of equal opportunity, cultural diversity and broadening access to the arts.

Application details

For a confidential conversation about this senior role, please contact stephanie@artsandheritage.org.uk.

To apply please submit:

- a covering letter responding to the three questions below
- Your CV
- A completed Equal Opportunities monitoring form (this will be kept separate from your application), which you can fill out anonymously online here: <https://forms.gle/vCCiVDhYiFuu2FHBA>

Three prompts to answer in your covering letter:

- What interests you about this role?
- What relevant or transferable skills and experience do you bring to the role?
- Outline why the role is a good fit for you at this moment in time.

Deadline for applications: 5pm, 11th February 2022

Interviews via Zoom: w/c 21st February 2022

PERSON SPECIFICATION

Job Title: Director of Projects

CRITERIA	ESSENTIAL	DESIRABLE
<p>QUALIFICATIONS</p> <p>TRAINING & EDUCATION</p>	<p>Relevant work experience</p>	<p>Educated to degree level</p>
<p>EXPERIENCE</p>	<p>A strong track record of curating contemporary art projects and working with artists</p> <p>Experience of working with artists under contract and of negotiating between different sectors</p> <p>Strong existing artist networks</p> <p>Proven experience of setting and managing project budgets</p>	<p>Proven ability to programme and commission contemporary art, preferably with experience of heritage contexts</p> <p>A good knowledge of the museum and heritage sector and their responsibilities to conservation</p>
<p>SKILLS, APTITUDES & ABILITIES</p>	<p>Strong strategic thinking, planning, project management and resource management abilities</p> <p>Proven ability to work in partnership, connect and collaborate with others both internally and externally</p> <p>Outstanding written and verbal communication and presentation skills</p> <p>Ability to inspire and motivate others and have experience of advocating for artists and their role in the broader cultural sector</p> <p>A track record of developing and negotiating contracts</p>	<p>Demonstrable knowledge of marketing, communications and audience development</p>
	<p>Clear vision and ambition and a commitment to developing the agency</p> <p>A genuine commitment to the principles of equal opportunity, cultural diversity and broadening access to the arts</p>	

<p>PERSONAL QUALITIES AND ATTRIBUTES</p>	<p>A tactful and diplomatic approach to conflict resolution</p> <p>Resilience and responsiveness to the changing external environment.</p> <p>Ability to take the initiative and a strong sense of accountability</p>	
<p>WORKING ARRANGEMENTS</p>	<p>Home based.</p> <p>Prepared to be flexible to meet the demands of the role</p> <p>Ability to travel frequently</p>	

15 December 2021