



Job Description – Director of Yorkshire Artspace

The role of Director is a leadership and operational role. You will be responsible to the Board for overseeing the smooth operation of the organisation and developing and delivering the objectives of Yorkshire Artspace

The position is concerned both with policy development and practical development of projects and programmes consonant with the aims of Yorkshire Artspace Society. This position involves liaison with a wide cross section of the community, artists, arts and non-arts professionals.

The Director is responsible to the Board for the following areas of operation at Yorkshire Artspace:

→ *Members/studio holders/artists*

You will be responsible for:

- Engaging with our artistic community to ensure that the ethos and objectives of the organisation and in particular the Yorkshire Artspace artistic policy are met.
- Chairing Selection Panels for studio holders
- Studio holder handbook development
- Continue and develop Yorkshire Artspace ethos of supporting the professional development of our artists (collectively or individually)
- Engagement and communications with studio holders to ensure that Yorkshire Artspace missions and objectives are supportive and reflective our purpose

→ *Programme*

Working with the Programme Manager, you will be responsible for:

- Developing Yorkshire Artspace's priorities and vision for its Creative Programme, including but not exclusive to, Starter Studio, Exhibition and Engagement programmes.
- Engaging with relevant stakeholders and our artist community to contribute to programme development and encourage studio holder engagement and participation.
- Development of programme partnerships with creative individuals and cultural organisations.
- Overseeing implementation of Audience Development Plan and related Equality and Safeguarding policies.

- Managing the planning and delivery of the annual Open Studios event.

→ **Funding**

You will be responsible for:

- Applications for National Portfolio Organisation funding from the Arts Council.
- Developing, preparing and submitting funding applications for revenue and capital projects.
- Managing revenue and capital projects and reporting to funders.
- Investigating public and private funding, patronage and sponsorship opportunities.

→ **Financial Control Systems**

Working with the Operations Manager, you will be responsible for:

- Controlling and monitoring financial procedures and systems.
- Preparing annual budgets for approval by the Board with quarterly updates.
- Reporting to Funders and the Arts Council on the use and utilisation of third party funding

→ **Staff**

Working with external HR advisors, you will be responsible for the management and welfare of Yorkshire Artspace staff including:

- Developing a strategic approach to the appropriate and effective staffing and management of our two buildings
- Managing and developing Yorkshire Artspace staff (including oversight of the management of operations staff by the Operations Manager)
- Performance management, objective setting and annual appraisals
- Remuneration, appointments and recruitment
- With the Operations Manager, keeping Yorkshire Artspace staff policies and handbook up to date

→ **Services to the Board**

As Secretary to our Board of Trustees, you will be responsible for:

- Preparing Quarterly Board Meeting papers and reports.
- Preparing for and attending YA Annual General Meeting.
- Reporting to the Board on all programming, project development and financial matters.

- Preparing the Yorkshire Artspace Annual Report and any and all formal submissions to Companies House, the Arts Council and funding bodies and stakeholders.
- In conjunction with the Board, implementing and developing all policies required by law or funding bodies (e.g. equal opportunities, diversity, health and safety, environmental).

→ ***Strategic Communication***

You will be responsible for:

- Developing communication channels with the staff and reporting to the Board on staff matters and development of staff including performance management.
- Developing communication channels between studio holders, the staff and the Board, as appropriate.
- Liaising with external stakeholders, the Arts Council, funders and local authority officers.
- Representing Yorkshire Artspace on the Sheffield Culture Consortium and representing Sheffield Culture Consortium on the Castlegate Partnership.
- Networking with other arts professionals within the City and nationally as appropriate.
- Establishing links with arts organisations locally, nationally and internationally.

→ ***General Communication***

You will be responsible for:

- Ensuring that Yorkshire Artspace communications strategy and its implementation is effective to promote engagement and effective communication with all stakeholders
- Disseminating information on opportunities and events.
- Ensuring that Yorkshire Artspace web site is maintained and representative of Yorkshire Artspace's objectives and achievements.
- Overseeing communications and the production of the internal and external newsletters.

→ ***Health & Safety and Data Protection***

You will be responsible for:

- The Director will be required to implement the Health and Safety and data Protection Policy.
- All matters requiring action in relation to Health and Safety and Data Protection will be carried out by the Operations Manager under the supervision of the Director.

- The Director will be responsible for engagement with third party external organisations in matters relating to Health and Safety and Data Protection

→ ***Operational Communication***

In times of staff absence, you will be responsible for:

- Sorting mail and deliveries for staff and studio holders.
- Opening the building(s) for business in the morning and closing them at the end of the day.
- Accepting deliveries for studio holders and informing them of receipt
- Answering incoming calls in the office, transferring calls and taking messages for staff and studio holders
- Receiving visitors to the building.
- Taking responsibility for the emergency 24-hour telephone.