



## **RECRUITMENT PACK FOR 'TOURING DEVELOPMENT OFFICER'**

### **Introduction to Creative Arts East**

**Our Vision:** Culturally vibrant, connected and motivated rural communities

**Our Mission:** To improve community life through the creative use of the arts

Creative Arts East is an arts and community development charity committed to bringing the very best arts and cultural activities to rural and under-engaged audiences across Norfolk, Suffolk and the wider south-eastern region. Through diverse funding and income streams, and with almost 25 years' experience in this field, we have built and enhanced our rural touring offer to include live performance and cinema, alongside an enviable portfolio of participatory projects. Annually our work partners over 100 rural community groups and reaches some 40,000 ticket buyers and participants.

Company number: 2960157

Charity number: 1040321

Creative Arts East is governed by a Board of Trustees, and currently holds Investors in People status.

### **Our aims**

- To inspire people to expand their individual creativity and broaden their cultural horizons
- To empower adults and young people to join together to enrich their communities
- To enhance the wellbeing of individuals within rural and disadvantaged communities
- To raise the skills and/or aspirations of rurally isolated and disadvantaged individuals and communities
- To be a highly efficient, innovative and effective organisation

### **Our investors**

Creative Arts East is an Arts Council England National Portfolio Organisation (2018-2022). We receive annual investment from Norfolk County Council and multiple local authorities across Norfolk and Suffolk. Presently our project funders include Youth Music, Esmée Fairbairn and Spirit of 2012. In 2017-18 the charity had a turnover of £573,243 generated through a mix of restricted and unrestricted public funding and smaller amounts of earned income.

For further information visit [www.creativeartseast.co.uk](http://www.creativeartseast.co.uk)

## Job Description

**Job Purpose:** To support the implementation and delivery of a range of touring development projects as part of the Creative Arts East Live! Rural Touring Scheme.

### Terms:

Contract: 1-year fixed term contract, extendable by mutual agreement  
Salary range: £20,052 per annum  
Hours: 37.5 hours per week (full time) between 8:30am – 4:30pm  
Leave: 24 days plus public holidays  
Office: 19 Griffin Court, Market Street, Wymondham, Norfolk, NR18 0GU  
Supervisor: Community Touring Manager  
Advantages: Flexible working available, Workplace Pension scheme, enhanced annual leave package.

## Duties and Responsibilities

### Core responsibilities:

These responsibilities are shared by all members of the Creative Arts East team:

1. To ensure that high standards are achieved in the specific areas of your responsibility;
2. To promote an ethos of co-operation and support in order to develop an inclusive and accessible organisation;
3. To contribute to the activities of the organisation in whatever way necessary, to promote the interests of the organisation and achieve its business plans and purpose;
4. To ensure that the corporate commitment to diversity and to CAE's mission, 'to improve community life through the creative use of the arts', informs all aspects of your work;
5. To contribute to the annual business planning process.

### Specific duties

#### Project management

- Take the functional lead for the delivery of the Southeastern Libraries Touring Development project, including:
  - o Liaising with touring and library partners;
  - o Researching artists and existing good practise;
  - o Setting up and administering a project reference group
  - o Creating and managing a series of area-wide events
- Administer and support the delivery of Inn Crowd, a pub-touring project running to August 2019, including:
  - o Coordinating venue bookings and artist contracts;
  - o Managing and inputting audience and event return data;
  - o Attending events to represent Creative Arts East and the project partnership.

- Research and develop a range of Promoter and Audience Development touring initiatives, including:
  - o Establishing links with relevant local, regional and national partners and networks
  - o Develop relationships with arts organisations and other agencies in order to identify and develop collaborative projects to help reach new target groups and establish a grounding for further work.
  - o Keep abreast of relevant cultural policies and developments at local, regional and national level that may impact on the activities or organisation

### ***Internal duties***

- Provide reports and monitoring information as required, to demonstrate value for money and responsible use of public funds;
- Manage specific project budgets, using procedures agreed with the Community Touring and Finance Managers;
- Work closely with the Communications and Content Assistant to ensure the accessibility of all promotional materials.

### ***General:***

- Work as part of a small office team, answering phones, greeting visitors and assisting colleagues as required;
- Contribute to regular team meetings;
- Comply with the organisation's policies including equal opportunities, health and safety and child/vulnerable adult protection;
- Carry out any other reasonable duties as appropriate to the post, and as may from time to time be required by the scheme managers or senior management;
- Undertake any other professional training necessary for the effective execution of the role.

## Person Specification

In recruiting for this post, we will be looking for evidence of the following:

### Essential skills and knowledge:

- Relevant experience in developing and delivering projects and programmes of activity
- Demonstrable knowledge of, and track record of working with, diverse and/or socially excluded groups, preferably in the East of England
- An interest in and knowledge of the small-scale arts scene
- Experience of working with arts practitioners or arts companies
- Experience of working in partnership situations or collaboratively with others
- An ability to maintain data systems and procedures to a high standard of accuracy
- Relevant experience of working to budgets
- Excellent written and spoken communication skills for a professional environment, including email composition, copy writing and telephone manner
- Confidence, and significant competence, in operating the full Microsoft Office suite, including Outlook, Word, and Excel, with evidence of recent history of use
- Able to work efficiently and effectively, both as part of a team and on own initiative
- Impeccable time and task management, with clear ability to work to multiple deadlines
- Effective problem-solving and lateral-thinking skills, and a proactive approach
- Commitment to diversity, accessibility and the promotion of equal opportunities

### Desirable skills and knowledge:

- Formal qualification in a relevant field or fields
- An interest in, and ideally some knowledge of, rural and community touring
- Relevant experience in successfully raising funding from a variety of sources
- Knowledge of marketing and audience development techniques
- Up to date knowledge and experience in risk assessments, child protection procedures, and procedures around health and safety
- Knowledge of disability access issues
- Experience of rural living and knowledge of rural issues

### Personal qualities:

- Self-motivated, able to work on own initiative and to organise time effectively
- A conscientious worker with impeccable standards, who takes pride in their work and has an eye on the detail
- An ability to converse well with team members, partners, etc and to contribute ideas
- Friendly approachable manner and positive attitude
- Solution focused with a can-do attitude and the commitment to see a task through
- Committed to promoting diversity and inclusion
- Keen interest in the arts and culture

### Additional Requirements

- Able and willing to work in the evenings and at weekends if required
- Able and willing to travel to meetings and events across East of England and further afield
- A confident driver with a valid license and regular access to a suitable vehicle

## **How to Apply**

You can download an application form from our website at [www.creativeartseast.co.uk](http://www.creativeartseast.co.uk) or alternatively email [enquiries@creativeartseast.co.uk](mailto:enquiries@creativeartseast.co.uk) or call 01953713390

Only applications sent within the specified timeframe and on the Application Form provided will be considered.

**Closing date for applications: 12pm on 6<sup>th</sup> March 2019**

**Shortlisted candidates will be required to attend an interview day at Creative Arts East's Offices on Friday 15<sup>th</sup> March 2019 between 9am – 5pm**