



LEICESTER PRINT WORKSHOP

Director Application Pack

Deadline 5pm, Thursday 15 June 2017

Leicester Print Workshop (LPW) is a regional centre for fine art printmaking and an active member of a national and international network of printmaking studios.

We promote, sustain and advance fine art printmaking:

- as a contemporary art form
- as a craft and skill
- as a focus for exhibitions, commissions and projects
- with schools, community groups and the general public.

We develop talents and make a meaningful contribution to contemporary visual arts in the Midlands and beyond.

Leicester Print Workshop is a registered charity, a company limited by guarantee and is an Arts Council National Portfolio Organisation and has 9 employees and a team of volunteers. It also hosts the Contemporary Visual Arts Network for the East Midlands (CVAN EM).

We are looking for an experienced strategic leader for this thriving arts organisation to take us into the next stage of our development in our award-winning building in Leicester's Cultural Quarter.

Job Description

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|----------------------|---|
| Job Title: | Director |
| Contract: | open-ended |
| Reports to: | Chair of the Board of Trustees |
| Location: | Leicester Print Workshop, 50 St George Street, Leicester, LE1 1QG |
| Hours of employment: | 28 hours per week |
| Rate of pay: | £28,800 (£36,000 per annum pro rata) |
| Holiday: | 26 days holiday, including Bank Holidays (33 per annum pro rata) |

Responsibilities

- Strategic and policy planning
- Management, support for and development of the staff team
- Line management of Studio Manager, Operations Manager, Communications & Admin Officer, Book Keeper, CVAN - EM Director
- Reporting to and support for the LPW Board
- Financial planning and management
- Development of all income streams
- Fundraising and reporting to donors/funders
- Development and implementation of operational policies and systems
- Project development, management and evaluation
- Risk management
- Marketing management and strategic overview
- Stakeholder engagement and networking (including playing an active role in Visual Arts Leicester, The Leicester Cultural Education Partnership, The Leicester Cultural Equality Group and others)
- Compliance (HR, Health & Safety, Charity and Company Law etc)
- Maintaining an overview and financial management of CVAN -EM (currently the Director of LPW is the Chair of CVAN - EM)
- Maintaining an overview of education and exhibition programming

Person Specification

LPW is looking for an experienced and dynamic new Director with the ability to take the strategic lead for the organisation, make the most of the organisation's assets and be a successful leader for the cultural sector.

| | Essential | Desirable |
|---|-----------|-----------|
| SKILLS & KNOWLEDGE | | |
| Degree, or equivalent level of knowledge acquired through experience | Yes | |
| An understanding of and commitment to equality and diversity | Yes | |
| Ability to write for and present to a range of audiences | Yes | |
| Ability to set and monitor realistic budgets | Yes | |
| Ability to prioritise and manage conflicting demands on time | Yes | |
| Ability to identify LPW's changing challenges and operating environment including legal and financial compliance issues | Yes | |
| EXPERIENCE | | |
| Leading an effective team or organization in the arts or charitable sector | Yes | |
| Running a busy public building | | Yes |
| Effective people and team performance management | Yes | |
| Fundraising in the arts or charitable sector | Yes | |
| Budget management and monitoring | Yes | |
| Reporting to and supporting a Board of Trustees | | Yes |
| Marketing to a range of audiences | Yes | |
| Managing and monitoring risks | Yes | |

| | | |
|---|-----|--|
| Developing networks across the arts, charitable and commercial sectors | Yes | |
| ATTITUDE AND APPROACH | | |
| Commitment to the development of fine art printmaking | Yes | |
| Commitment to LPW values of teamwork, friendliness, collaboration, empowerment, equality, generosity and optimism | Yes | |
| Creative and entrepreneurial | Yes | |
| Conscientious and diligent approach to financial planning | Yes | |
| Commitment to own learning & personal development | Yes | |
| ADDITIONAL CRITERIA | | |
| Ability to work flexibly on weekends and evenings as required | Yes | |
| Ability to travel across the region | Yes | |

Applying for this post

Leicester Print Workshop is housed in an accessible building close to the centre of Leicester. We welcome applications from all eligible candidates in the form of a CV and covering letter detailing your suitability for the post. Please ensure the full application (including the CV) does not exceed 5 pages in total. Applications to be submitted via email to lucy@leicesterprintworkshop.com.

The Workshop is open Tuesday to Saturday, 10am – 5pm and until 8pm on Wednesday evenings; whilst we cannot guarantee someone will be available at all times to answer questions, interested candidates are very welcome to visit. If you would like an informal chat about the post please contact the current Director, Lucy Phillips at lucy@leicesterprintworkshop.com

You can also contact Clare Hudson (clarehudson10@gmail.com) if you would like a conversation with a member of the recruitment panel.

Deadline for applications – 5pm on Thursday 15 June 2017

Interview date – Thursday 13 July 2017

www.leicesterprintworkshop.com

50 St George St, Leicester LE1 1QG

Leicester Print Workshop is a registered charity (number 1025337) and an Arts Council England National Portfolio Organisation



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 ENGLAND**