

## Landmark Arts Centre – Application pack for Arts Centre Manager role



## The Role

Following a successful 14-year tenure, our current Arts Centre Manager is stepping down from the role to pursue new challenges.

The Landmark Arts Centre survived the pandemic intact, stronger, and determined to build on our past successes. We have a recently refreshed staff team, a new ticketing and CRM platform, a new website in development, and together with an invigorated and supportive board of trustees, two new patrons and the backing of lots of friends in the community, all augurs well for the future.

The Manager role is broad. It combines developing the Centre with longer term horizons in mind yet with the need to get operationally involved, balancing the ability to think commercially yet cognisant of our charitable objects and need to serve the community.

We are looking for a talented and enthusiastic professional to lead the organisation through the next stage of its development. We want someone who shares our commitment to providing high quality, relevant cultural experiences to our community, and to working in inclusive, responsible, and creative ways to deliver our ambitious plans.

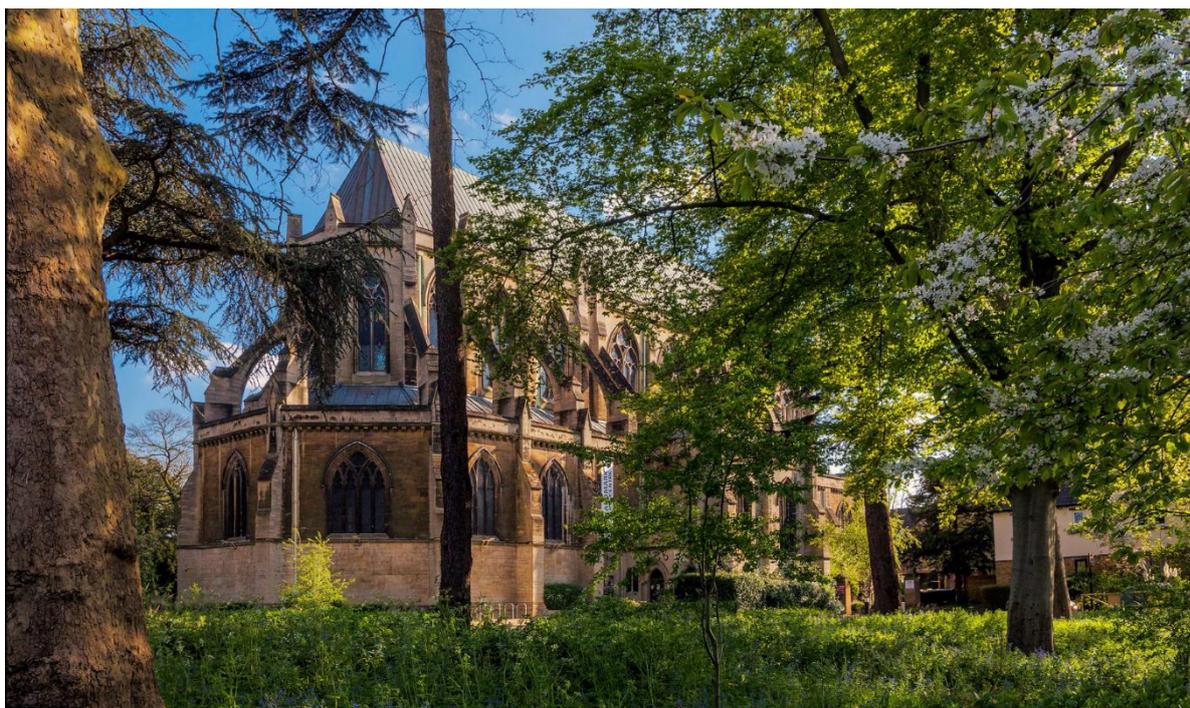
This information pack provides the information we think you will need to make a successful application. We look forward to receiving your application. If you wish to have an informal conversation about either the role or the Landmark before applying, please contact me at [chair@landmarkartscentre.org](mailto:chair@landmarkartscentre.org) The current ACM, Lesley would also be happy to talk to prospective candidates.

**Martin Nicholds**

**Chair of the Board of Trustees**



## About The Landmark Arts Centre



The Landmark Arts Centre (LAC) is a Charitable Incorporated Organisation governed by a Board of Trustees.

We offer a year-round vibrant programme of concerts, gigs, live events, classes, and exhibitions including our nationally recognised and flag-ship arts fairs.

We are based in a magnificent and large 19th century Grade II\* listed former church, nicknamed the 'Cathedral of Thames Valley' which was saved from demolition by local people in the 1980s.

We are dedicated to preserving this building as a community arts asset for the benefit of the whole community. Our website gives more information about our activities and history.

We don't receive any core funding, and raise all our own income through our activities, public donations and making grant applications.

Our programme is diverse. We present concerts by both internationally known performers and local non-professional arts organisations. Our exhibitions attract visual artists from across the country and include both solo and group shows.

Our learning and participation programme encompasses visual and performing arts activities for adults and children, plus we offer affordable hire space for independent providers to run their own classes.

In an average year we welcome over 30,000 visits to the Landmark.

In an average week we directly deliver 14 classes under our learning and participation programme, plus holiday workshops including a Summer Art School and regular weekend workshops.

These activities are delivered both during daytime and evenings in one of three spaces:

The Studio – a first floor purpose built visual arts studio for up to 12 students, with water, easels, natural light, facilities for projection and kitchen facilities.

The Bell Room – a ground floor multi-use space suitable for up to 15 students at tables or 25 lecture style with good natural light and projection facilities.

The Stage – a ground floor multi-use space for up

to 50 students with access for wheelchair users, sound system and semi sprung floor.

Our main hall seats 325 people for concerts with good sound and lighting systems.

We also offer facilities for private hire, mainly weddings and wedding receptions. Our shop sells work by local artists and makers, and we provide a bar and café service at events.

### **Where we are**

The LAC is situated in Teddington in southwest London, between Twickenham and Kingston-Upon-Thames in the borough of Richmond.

The nearest train station is Teddington with frequent direct trains into London Waterloo via Clapham Junction. The journey takes around 35 minutes.

The Centre has limited car parking on site but does have a number of cycle racks. It's very well served by 5 bus routes, connecting with Richmond, Twickenham, Kingston, Surbiton, Feltham and beyond.

We are close to the River Thames and Teddington Lock, on a main road junction.

We receive an increasing number of drop-in visitors, intrigued by the building. We seek to maximise the opportunities these visitors present as we further develop our presence and activities.

### **Our Vision post pandemic**

The pandemic gave us major challenges, but we successfully raised over £75,000 from over 1,000 local people which is indicative of the affection the the Arts Centre and the building have in the area.

We were successful in securing both Round 1 and 2 funding from Arts Council England as part of the Governments Cultural Recovery Fund – one of a handful of organisations in our borough to receive such funding.

These enabled us not only to provide services during lockdown but to survive and be able to look forward to building on past successes and develop further.

Our goal is to continue providing activities that appeal to our communities – early years through to senior citizens and at every stage in between.

The diversity of the arts arena and different genres will be reflected in the diversity of our programme both in delivery format and content.

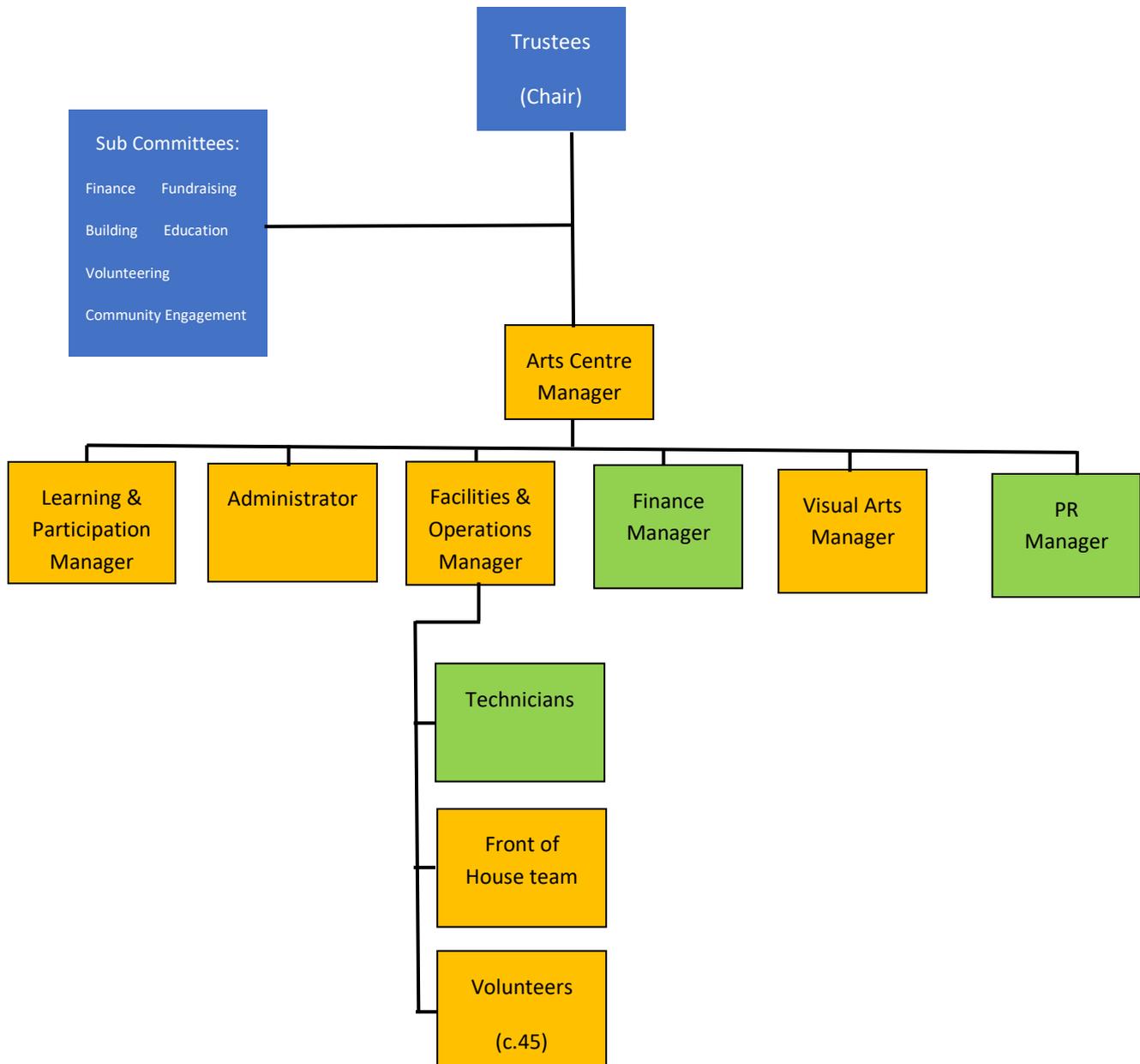
### **The Board of Trustees**

The LAC is governed by a board of 8 trustees from a variety of backgrounds meeting 10 times a year.

We also operate through 6 sub-committees which give focus and subject matter expertise to key areas of the operation; these provide guidance and support to the Manager and Centre staff team as well as providing critical oversight.

## Staff Structure

**Note: Roles on green are freelance positions**



# Landmark Arts Centre Manager

## Terms of Employment

### Hours:

37.5 hours per week (5-day week); a 4-day working week would be considered.

The hours will include frequent evening and weekend working on performance dates on a rota with other team members with time off in lieu.

### Place of Work:

Most hours will be undertaken at the Landmark Arts Centre, Teddington. Occasional working remotely is acceptable.

### Probationary Period:

The position is subject to a six-month probationary period.

### Salary:

£40,000-£44,000 depending upon experience.

### Pension:

The LAC offers a Workplace Pension Scheme with NEST Pensions.

Employees contribute 5% of salary and the LAC a further 3%. Employees can choose to opt out of the pension scheme.

### Holidays:

28 days plus bank holidays.

### Reports to:

The Landmark Arts Centre Board of Trustees (Chairperson).

### Responsible for:

Facilities and Operations Manager, Learning and Participation Manager, Visual Arts Manager, Finance Managers, Administrator, PR Manager.

## **Arts Centre Manager Job Description**

### **Leadership and Strategic Management**

Deliver the strategic aims and objectives of the Centre, providing leadership for creating an inspirational, inclusive culture.

Develop and implement robust Business Plans and associated budgets that allow us to meet our financial targets and ensures the future sustainability of the organisation.

Build, develop and lead the staff team, ensuring everyone has the resources and training required to deliver their roles successfully, utilising their talents to the full to meet our objectives.

Manage all areas of HR policy and practice including recruitment, onboarding, and performance management, working in line with agreed procedures.

Promote the interests and achievements of the Landmark Arts Centre (LAC) to stakeholders, funders and the community. Oversee and develop the Friends and Corporate members schemes.

Manage the collection and collation of evidence for reporting to funders, potential funders, and the Trustees.

### **Artistic and Cultural Leadership and Management**

Programme and deliver a vibrant, balanced cross artform programme to include live events, exhibitions and fairs, participation activity, community hires, outreach events and event cinema. This includes some duty management on events on a rota with other staff.

Curate and produce high quality, inclusive programmes and activities that achieve the business plan objectives.

Develop and maintain positive and responsible relationships with companies, artists, tutors and amateur partners or community companies.

### **Funding and Financial Management**

With the Trustees, takes responsibility for the financial sustainability of the LAC, including setting and monitoring budgets and cashflows, maximising income generation opportunities and spending appropriate funds to achieve our vision and deliver the business plan objectives.

Manage successful relationships with funders and potential funders. Together with the Trustees, develop the fundraising strategy and lead on all areas of fundraising activity including managing all applications to funders, trusts and foundations, corporates, and individuals.

Develop commercial activities to generate income in support of the sustainability of the organisation. Manage the overall budget along with the restricted and designated funds, in line with the reserves policy set by the Trustees.

Oversee the management of the building, approving work proposals and managing all insurance policies, subject to delegated authority limits.

### **Audience Development, Marketing and Advocacy**

Develop and curate the cultural programmes to achieve audience development targets and ensure the LAC is an inclusive, welcoming space for the community. Work to deliver imaginative and impactful marketing campaigns to achieve audience and financial targets.

Develop and deliver an advocacy strategy for the organisation, ensuring our stakeholders are kept informed of activity and the impact of the cultural programmes. Be an ambassador for culture activity in the wider community.

Undertakes audience consultation to understand perceptions of our work and inform future programming and business development.

Regularly communicate plans and performance to staff and volunteers, including hosting briefing events and supporting staff in the delivery of the programme from marketing to duty management as required.

### **Governance and Compliance**

Develop and implement effective procedures for the effective running of the organisation.

Work with the Trustees to ensure the LAC maintains the highest standards of governance and strategic planning.

Act as the main point of contact for the Board of Trustees. Attend Board meetings, relevant sub-committees and ensure the Board is kept informed on finance, legal and operational issues, and that it receives accurate and timely information that enables them to make informed decisions.

Manage the ongoing development and implementation of policies and procedures across the organisation, keeping up with legislative requirements.

Update and manage the Risk Register, leading on the implementation of mitigating actions to reduce risk across the organisation.

## Landmark Arts Centre Manager - Person Specification

We would like the perfect candidate to have as many of the following characteristics as possible:

- Arts and/or venue management experience at a senior level
- Experience of artistic programming, producing or project management
- Strong organising and planning skills, combined with ability to solve issues calmly and quickly
- Flexibility to work longer hours including weekend and evenings on performance days on a rota with other team members. Time off in lieu is recognised
- A sense of commercial awareness
- Strong financial management skills and experience of managing budgets
- Proven track record in fundraising and development
- Experience of people management - able to lead, motivate and develop teams and team members
- Ability to think strategically combined with ability to be 'hands on'
- Excellent communication skills, both written, verbal and presentational
- Ability to develop, share and work collaboratively with people, partners, stakeholders, and organisations
- A positive attitude and a high level of self-motivation using own initiative
- A curiosity about audiences and people and an interest in using data to develop and measure impact
- Good all-round level of skill with a range of IT systems, adept at social media and keeps abreast of advancements in business technology
- Experience of working with funding bodies and local authorities and managing those relationships
- Experience of managing a listed building or of projects to maintain and upgrade old buildings
- Experience of good organisational governance and working with trustees

## How to apply

If you would like to apply for the position of Arts Centre Manager, please send an up-to-date CV with references, along with a covering letter outlining (in no more than 2 pages) how you meet the Person Specification and experience required for the role.

Please also complete the attached Equal Opportunities Monitoring Form and send all documents, by email, to [chair@landmarkartscentre.org](mailto:chair@landmarkartscentre.org) by Friday 27<sup>th</sup> May at 5pm.

Interviews will take place in June with a panel of trustees. Successful shortlisted candidates will be asked to return and meet with the staff team. Appointments will be subject to an enhanced disclosure DBS check.

We expect to arrange a suitable handover before the role becomes vacant.