



JOB TITLE:	Simmer Down Arts – Artistic Director
RESPONSIBLE TO:	Business Development Director
LOCATION:	Zellig Building, Gibb St, Deritend, Birmingham B9 4AT
SALARY:	£30,000
HOURS:	40 hours per week
TERMS:	Fixed Term Employment, subject to a six-month probationary period – 1 st April 2023 – 31 st March 2026

Purpose of the Role

1. To create, develop and produce the overall artistic programme and creative offer of the organisation through:
 - Programming the festival, launch, lounges and other related events.
 - Producing, directing, creating and commissioning new work.
 - Developing, managing and delivering arts and community engagement projects
 - Liaising with existing and developing new artistic programmes and partners
 - Festival programming
2. Planning and delivering Simmer Down Arts (SDA) events & activities
3. Delivery of NPO related goals
4. Designing touring routes and contents
5. Liaise, report and work closely with the Board of Directors

Main Responsibilities will include:

- Curating, programming, creating, directing and commissioning new work
- Managing the marketing PR campaigns and audience development strategies
- Supporting the delivery of and implementation of Arts Council England's Investment Principles strategy
- Planning and scheduling of main festival and related event(s)
- Coordinate the delivery of the commissioning and project management of indoor and outdoor arts productions and programmes
- Manage the contracting of venues, artists marketing specialists and arts partners.
- With support from the Administrator, contract artists, devise partnership agreements, maintain basic book-keeping and Purchase Order processes to track payments and procurement

- With support from the Administrator; establish and maintain relevant artist and agent databases
- Liaise with both community and (local) business representatives to ensure their consultation, engagement and participation
- Developing project plans, which can be used to keep a track of delivery timeframes and successfully meeting project deadlines
- Delivering programmes on budget by leading on the financial management of multiple projects, including regular reports to the Business Development Director
- Work with SDA management team to establish and develop database from our audiences for analysis and future marketing
- Input and co-management of digital output, content and on-line presence
- Feed into existing and future business plans and funding applications
- Assist with marketing related tasks & outputs
- To perform other duties relevant to the post as required

Person Specification, Essential:

- Sound knowledge and understanding Arts Council England's Let's Create and Investment Principles strategies
- Extensive experience of management in the entertainment industry, including Festival production
- Experience of successfully curating, developing and delivering a variety of arts and cultural focussed projects - exploring a range of themes, artforms and approaches
- Excellent understanding of the artistic and social context, issues and practicalities of commissioning work in the public realm
- Experience engaging and working closely with partners and artists in the development, production and touring of new commissions
- Experience of managing negotiations with artists, partners and suppliers
- Strong and proven administrative and report writing skills
- Experience of managing large budgets across multiple projects

- Used to delivering to tight deadlines under high pressure
- Evidence of commitment to, and passion for, diverse arts and culture
- An understanding of the culture of live contemporary performance practice and practical experience of the delivery thereof
- Experience of managing freelance artists, creative producers and project managers/ coordinators
- Experience of working as part of a management team and contributing to the development and delivery of the strategic plan
- Demonstrable experience of managing the finances in a not-for-profit organisation, including preparing accounts and annual budgets utilising financial software
- Experience of troubleshooting and solving problems creatively
- Committed to equal opportunities and diversity and have the ability to work with diverse communities.
- Ability to prioritise, plan and use own time effectively
- A proven team player with demonstrable experience in building productive working relationships

Person Specification, Desirable:

- Experience in fundraising for arts, cultural and heritage projects.
- Knowledge of regional and/or national artists and arts organisations.
- A desire to grow with the organisation as SDA expands.
- An enthusiasm for training, mentoring and supporting emerging talent.
- An enthusiasm for a variety of arts and culture.
- Good networks across Birmingham