



JOB TITLE:	Simmer Down Arts – Operations 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 develop systems and processes that underpin the operational delivery of programme by:
 - Developing and maintaining a list of preferred contractor and suppliers
 - Liaise with venues, partner organisations on the operational delivery and programming needs, in riders for artists
 - Coordinate the operational and logistic function in relation to scheduling/programming
2. Support business function i.e., programme/project reporting
3. Delivery of NPO related goals
4. Liaise, report and work closely with the Board of Directors
5. Manage Health and Safety in relation to staff training/induction

Main Responsibilities will include:

- Responsible for overall planning, logistics, delivery and management of day-to-day operational tasks and priorities.
- Supporting the delivery of and implementation of Arts Council England's Investment Principles strategy
- Planning & scheduling of main festival and other related event(s).
- Procurement and negotiation with suppliers and sub-contractors to ensure best value; including writing of and management of tenders where appropriate.
- Create and manage the event manual, ensuring the compliance with health and safety (HSE).
- Liaise with appropriate authorities and partners, to secure appropriate agreements, permissions and licenses.

- Represent SDA at Safety Advisory Group (SAG) meetings.
- Develop and maintain organisational policies and guidelines (e.g., Health & Safety policies).
- With support from the Administrator, maintain basic book-keeping and Purchase Order processes to track payments and procurement.
- With support from the Administrator; establish and maintain relevant databases (e.g. suppliers).
- 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 operational services and resources within agreed budget by leading on the financial management of multiple projects, including regular reports to the Business Development Director
- 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.
- General administration, working with the Administrator; including tracking and paying office related bills and managing office resources & equipment.
- To perform other duties relevant to the post as required.

Person Specification, Essential:

- Extensive experience of management in the entertainment industry
- An understanding of the culture of live contemporary performance practice and practical experience of the delivery thereof
- Knowledge of best practice in production management
- Experience of managing a team of finance, technical and production staff including volunteers and freelancers
- 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
- Knowledge and understanding of the regulatory frameworks relevant to the organisation, including governance
- Excellent analytical skills and financial awareness
- Committed to equal opportunities and diversity and have the ability to work with diverse communities.

Person Specification, Desirable:

- Experience in fundraising for arts, cultural and heritage projects.
- Knowledge of regional and/or national artists and arts organisations.
- Event management and technical delivery skills.
- 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
- An understanding of Art Development Organisations