



## Executive Director / Co-Director

### Application Information Pack and Job Description

**Reports to:** Chair of Board of Directors

**Salary:** £42,000 pro rata

**Contract:** Permanent. 32 hrs per week (4 days) and as required. Flexitime.

**Location:** Working remotely initially and in Manchester city centre, depending on restrictions.

**Application Deadline:** 5pm, 1st March 2021

**Application Process:** Please submit the following as PDF attachments:

- I. CV - 2 sides A4 max
- II. Equal Opportunities Form
- III. Covering letter (1000 words max) outlining how you meet the criteria in the Job Description
- IV. One side of A4 with **up to** five links to other relevant media / websites etc all of which should further demonstrate your own track record. Two professional references with *current knowledge* of your experience and ability to inspire and lead a team.

Please send all the above to [info@futureeverything.org](mailto:info@futureeverything.org)

**Shortlisted candidates:** will be informed by **2nd March**

**Interview 1:** video link interviews between the **4th and 8th March** (exact date TBC)

**Interview 2:** video link interviews to be held on **w/c 15th March**. Candidates will be expected to prepare a 15 minute presentation, to be delivered to the FutureEverything team, around the topic of art, and ideas that inspire you and /or will change the world.

**Appointment:** Candidates will be informed of the outcome within the week following interview 2.

**Expected start date:** The successful candidate would be expected to take up post within (preferably) two months or depending on notice period.

We particularly welcome applications from those with disabilities (both seen and unseen), LGBTQ, and Black and Minority Ethnic candidates, as they are under-represented within our organisation.

If you would like an informal chat about the role, please email [irini@futureeverything.org](mailto:irini@futureeverything.org) to arrange a conversation with the Creative Director.



## **Executive Director Job Description**

### **Co-Directorship**

FutureEverything have adopted a co-Directorship approach encompassing a joint strategic leadership role between the Creative Director and the Executive Director to provide organisational vision and effective and inspiring leadership of the organisation.

Both Co-Directors take a full strategic overview of FutureEverything and take joint responsibility for ensuring business goals are achieved, strategic change is planned and realised and critical issues are addressed. Collaboration between co-directors is essential whilst clear areas of responsibility are in place to ensure that each Director has complementary skills and resources are well allocated.

We are looking for a dynamic, inspirational and creative business leader who will be responsible for delivering the organisation's business plan and objectives, working with the Board and the team to shape and evolve the core company mission and vision.

### **Purpose and role**

As Executive Director, you will work collaboratively with the Creative Director to strategically lead the organisation and ensure its continued position as an arts and digital culture leader nationally and internationally.

You may already be leading an organisation, or looking to make this next step, and you will already have several years of high level experience as a business leader. You will have the insight and understanding of creative and artistic practices - such as conceiving and delivering conferences and events, large scale art installations, participatory design and innovation, and consulting-style work. You will be comfortable writing funding applications and tenders, and be excited to lead, motivate, manage and develop your team. You will be curious, creative, well-networked and intellectually excited by this space.

Organisational strengths, with emphasis on open, collaborative, research and artist-led approach, have played an important role in this response and proved to be valuable methodologies in resisting the crisis and moving to the next phase.

Considering the current restrictions, the role will mainly involve remote working, and from our central Manchester office at a later date. Full details on the role can be found below.

### **In brief**

- Lead strategically
- Build and maintain relationships with funders, partners and collaborators
- Co-design programme strands and activities with the team
- Attract income through fundraising, sponsorship, consultancy and partnerships

## **Key areas of responsibility**

- Effective management and operations of the Company and its programmes, including all HR, financial, legal and administrative issues.
- Business / partnership development lead at FutureEverything
- Strategic development in communications / audience development
- Building and maintaining strategic relationships with partners, funders and stakeholders
- Lead on the design and implementation of evaluation, ensuring company activities are measured and support business development and fundraising
- Planning, resource and policy development
- Fundraising for programme and accountability to funders in relation to programme outputs
- Lead on creating a caring and collaborative company culture

## **Joint responsibilities and co-delivery with the Creative Director**

- Strategic development, leadership and delivery of an outstanding innovation and artistic programme including support for Operations and Marketing.
- Lead strategic partnerships on large-scale programmes and city initiatives
- Represent FutureEverything externally with key stakeholders - inc Arts Council England, Manchester City Council, GMCA, British Council
- Joint approval on funding bids and project proposals before submission / commitment
- Reporting and accountability to the Board
- Maintaining, developing and adding value to existing strategic, commercial and stakeholder relationships, especially those in Manchester and the North

## **RESPONSIBILITIES IN DETAIL**

### **Strategy**

- Work with the Creative Director (CD) on the design and implementation of the Business Plan
- Liaise with the CD, Board and the team to:
  - produce and maintain a realistic business plan, ensuring ongoing viability of a dynamic cultural organisation
  - produce a Business Development Framework mapping information from the four-year Business Plan and Strategic Framework into appropriate formats for all annual budgets, income targets, expenditure forecasts, which will help to create operational and programme delivery plans.
- Ensure that the Business Plan is regularly reviewed and fit for purpose
- Maintain an overview of the workload and resources required to support the core team.

- Oversee Comms plan and strategy

### **Business Development + Fundraising**

- Support decision making regarding capacity to deliver projects
- Work with the Creative Director to identify new opportunities and develop new business.
- Take a lead role in monitoring and co-ordinating the company's response to all competitive tenders
- Work with the Creative Director to develop and review the business model for new opportunities and ensure a good strategic fit with the company's overall Business Plan.
- Raise income from philanthropic giving, crowdfunding, and high net worth individuals
- Review and maintain the income generation plan for the organisation, maintaining an overview of new prospects in respect of non-project related target; and public sector partnerships.
- Manage relationships with existing partners

### **Stakeholder Management**

- Work with the Creative Director (CD) on all aspects of the Arts Council England relationship – including writing ACE annual submission and keeping an overview of all other data required; and to have an overview of all other project-specific submissions required by ACE
- Develop and maintain excellent relationships with other key stakeholders and ensure all requirements are met regarding any specific service level agreements and leasing arrangements.
- Act as a spokesperson/ambassador for the company as required.
- Act as a single point of contact between the Chair of the Board and the CD; ensure timely preparation & circulation of papers, attend, and follow up actions for Board Meetings.
- Work with the CD to ensure that all Board members are able to contribute in the fullest and most effective way during their tenure as non-Exec Directors

### **Financial Management**

To provide operational and financial overview and support for the Finance team to:

- implement financial systems and procedures for the organisation to enable proper and timely financial control and to ensure that all staff are fully briefed as to these systems and procedures.
- Oversee fundraising and business development to ensure financial targets are met.
- ensure accurate and timely financial reporting to the Board, including overseeing quarterly management and year end accounts, and preparation of information for the company's auditors

## HR

- Work with the Creative Director to support core staff and freelancers including oversight of recruitment, salaries, contracts, induction, welfare, training, personal development, disciplinary and grievance issues
- Work with the Creative Director with responsibility for supporting HR in respect of performance reviews, training and CPD
- To ensure the implementation of all staff contracts, the staff handbook, and all company policies is achieved in accordance with the legal and best practice advice offered by the designated HR consultants to the company.

## Person Specification

### Essential

- Ability to inspire and motivate stakeholders and staff
- Ability to provide managerial leadership
- Passion to play a key role in shaping and achieving the organisation's success
- Acting as an organisational representative and spokesperson, cultivating relationships with a variety of key stakeholders
- Writing skills for fundraising, proposals and/or tenders
- Excellent communication skills
- Ability to work collaboratively and form effective partnerships internally and externally
- Excellent organisation and planning skills with proven ability to work flexibly under pressure, to prioritise and to meet deadlines
- Honest and open approach to communication with teams
- Energetic, creative and open to new ideas
- Problem solving and timely decision making
- A genuine and demonstrable commitment to maintaining the broadening of cultural diversity
- Commitment to equal opportunities
- Experience of fundraising
- An entrepreneurial spirit to maximise exposure of the work and the brand

### Desirable (but not essential) qualities, skills and experience

- Experience in managing / director / leader or similar role within the arts
- Knowledge of arts funding
- An interest in the social, cultural and financial context within which the FutureEverything operates
- An interest in digital art and digital opportunities for the arts
- Practical knowledge and good connections across the ecosystem of UK and international digital culture networks



### **Salary and probationary period**

The annual salary is £42,000 (pro rata). FutureEverything operates a fair and equal pay policy. The probationary period is 6 months.

Hours - 32 hours per week (4 days) - FutureEverything has a wide range of projects happening at different times, with many of our events taking place during evenings and weekends. Additional hours may be required during intense periods of work. We do operate a TOIL (time off in lieu) policy to ensure this time is taken back effectively. We aim to support all staff to work flexibly and according to their capacity and work closely with staff members to ensure a manageable workload.



## **About FutureEverything**

Established in Manchester since 1995, FutureEverything is a non-profit creative media organisation who initiate, curate and deliver critical artistic projects – in Greater Manchester, the UK and internationally – exploring digital culture and the impact of technology in society and culture.

Through a curated programme of events, art commissions, critical conversations, collaborative projects and prototyping, FutureEverything pushes creative boundaries and stimulates new ways of thinking, across a diverse range of sectors, disciplines and audiences. Taking an action-research, artist-led and human-centred approach, FutureEverything is passionate about bringing people together to discover, share and experience new ideas for the future, creating opportunities to question and reflect on the world around us. Our work is international from US, Qatar, Singapore to Europe, Russia and Taiwan, and we have worked with prestigious and exciting partners including British Council, Ars Electronica Linz, Sonar, CTM and many more.

## **Resilience and Response to Covid-19**

Over the past few months, and as the world began navigating its way through the current pandemic crisis, FutureEverything focused on the need to reflect on their work and evaluate their role as an arts organisation. This period – after internal/external conversations, exchanges with artistic communities, colleagues and audiences, and more importantly after rescoping and redesigning programmes in response to the pandemic – has confirmed the agility and resilience of the organisation, placing it in a favourable position and positive trajectory for the future.

Organisational strengths, with emphasis on open, collaborative, research and artist-led approach, have played an important role in this response and proved to be valuable methodologies in resisting the crisis and moving to the next phase.