



HASTINGS CONTEMPORARY

JOB DESCRIPTION

Job Title: Head of Partnerships & Engagement

Responsible to: Director

Responsible for: Visitor Services and Learning

Introduction

We are creating the post Head of Partnerships & Engagement to expand and forge new relationships with a wide range of stakeholders, charities, arts organisations and education providers to re-start our learning and outreach programs and to focus on increasing the range and quality of engagement with a new, broader, diverse audience, to help realise our new vision for Hastings Contemporary.

Our Mission is to provide the creative space for the enjoyment, inspiration and well being of local people, national and international visitors and artists, rooting an iconic building within its communities.

Our Vision is to embed Hastings Contemporary in the artistic, social, economy and community life of Hastings so that it acts as a cultural hub.

Our Values are Visionary, Collaborative, Connecting, Inclusive, Welcoming

Our Personality is Calming, Respected, Grounded, Compelling, Bold

Brand Essence: Art for All, on Sea

Context

The Gallery opened in 2012 with support from the Jerwood Foundation and quickly established a strong reputation for its programme, focusing on modern and contemporary art, and the jewel-like, architecturally-acclaimed building nestled among the fisherman's huts on the seashore in Hastings. Since then we have built up a loyal following of members, patrons and paying visitors and established a learning and outreach programme which served the needs of everyone from babies and young mothers through to older people with dementia, including working in partnership with a local children's hospice.

In 2019 we disengaged from the Jerwood Foundation and became a new independent charity, Hastings Contemporary and we receive support from Arts Council England as a National Portfolio organisation and Hastings Borough Council in recognition of our work and value to the town. During this transition period we have contracted in size (currently 6 FTE) and the impact of Covid and Brexit have affected our entire operation. Along with other towns, especially in the North of England, the impact is magnified in Hastings owing to its high levels of poverty and deprivation, being the most deprived town in the South East and ranked 13th in England. We have received further support from several sources - Hastings Borough Council and the Arts Council, the latter not only supporting an independent review to find a sustainable organisational model but also with specialist expertise, accessed with support from the Cultural Recovery Fund and further funding from the Garfield Weston Foundation. We now have a clear vision and a roadmap for the future; the creation of this post is an important step towards realising that vision.

Hastings Contemporary is a charity governed by a Board of Trustees, chaired by David Pennock. The organisation receives revenue funding from Arts Council England and Hastings Borough Council and generates additional income through paid admissions, cafe, shop, Members, Patrons and fundraising.

Key objectives

Working closely with the Director and your colleagues, you will be responsible for creating strong networks with a wide range of key agencies, charities, voluntary groups, HE, FE colleges, schools, and artistic and community groups, contributing to joint initiatives or pioneering collaborations with the gallery on a range of initiatives from co-curating the gallery space, hosting special events, to developing training packages and creative workshops.

You will be responsible for devising and delivering an ambitious and innovative programme of learning and audience engagement working with diverse audiences including schools, colleges and universities, community groups, children, young people, families and adults.

You will lead on developing the audience engagement strategy and plans and establish and oversee the work of an Audience Panel.

Key attributes

A visionary, creative and flexible individual, you will enjoy working in a nimble and entrepreneurial organisation in which audiences and innovation play a significant role. Your commercial approach will enable our programmes to thrive.

A creative and inspiring leader, you will play a vital role in the work of Hastings Contemporary you will be a key member of Hastings Contemporary's Leadership Team, working closely with the Board and the Community Partnerships Sub-Group. You will develop and sustain excellent relationships internally and externally.

You will have excellent communication skills and be able to communicate well in different contexts with a wide variety of people from different backgrounds.

Principal Duties/Tasks and responsibilities

Strategic Planning and Management

- Play an active role in the work of the Leadership Team including the development and implementation of Hastings Contemporary's Business Plan ensuring that evaluation is used as a key tool and learning from the evaluation is fed into projects and plans
- Develop further and implement an audience engagement strategy and action plans in line with the corporate objectives and the agendas of stakeholders
- Prepare and present reports as required and feed evaluation into planning and the development of future policies, including contributing to Board papers
 - Attendance at quarterly Board meetings as required and sub-committees and at key events, e.g. previews, Members and Patrons events and other evening events
 - Promote and advocate for the work of the organisation at national and international conferences and meetings
 - Line manage and visitor services and learning (TBC), and coordinate the activities of Artist Educators on freelance contracts, ensuring that staff receive appropriate training and development

Strategic Partnerships

- Develop strong partnerships with a wide range of organisations with a focus on strategic partnerships which can be maintained over time
- Develop partnership working with a wide range of partners including cultural and community organisations, schools, colleges, universities and businesses eg

- Play an active role in the Local Cultural Education Partnership (LCEP), All-Party Parliamentary Group for Art, Craft and Design Education
- Report to funders · Deliver Artsmark and Arts Award training in line with our funding agreements

Audience engagement

- Lead and manage freelance Artist Educators to deliver high quality and meaningful experiences inside the Gallery and off site where appropriate
- Plan, devise and manage an audience engagement programme that encompasses learning and audience development for diverse audiences in line with the strategic objectives of the organisation
- Work closely with the Director to develop creative ideas and ensure their implementation across all areas of the programme
- Work closely with the communications team to promote the learning and audience engagement programme
- Focus on the development of a public programme and find ways to ensure commercial viability
- Drive digital innovation to support content delivery linked to our Robot Tours
 - Oversee the development of learning resources, including interpretation, and contribute to their production
 - Keep abreast of national and international developments in participatory, education and outreach work and ensure that this knowledge is shared and applied as appropriate
- Oversee Hastings Contemporary's Audience Development Plan, Equality Action Plan and Safeguarding Policy and act as Hastings Contemporary's safeguarding lead reporting to the Board
- Use visitor research to inform future planning

Finance/Fundraising

- You will need to be entrepreneurial in your approach making sure that the audience development programme is financially sustainable, develop elements of the programme to deliver income generation and, working with the Director and the Board of Trustees, seek and secure fundraised income from public sources, trusts and foundations, high net worth individuals and sponsors
- Working with the Director and Director of Operations you will have day to day responsibility for the Partnerships & Engagement budget
 - Working with the Director of Operations you will help inform strategic projects which will include website upgrades or establishing a community cafe

Undertake any other duties as reasonably directed. A certain level of flexibility regarding availability outside normal working hours is required.

NB this job description is provided to assist the post holder to know their principal duties. It may be amended however from time to time in consultation with you, by or on behalf of the Director of Hastings Contemporary without change to the level of responsibility appropriate to the grading of the post

Person Specification

Specification	Essential	Desirable
<p>Knowledge and experience</p> <ul style="list-style-type: none"> · Educated to degree level · Experience of working in the cultural education sector with an in-depth knowledge of historical/contemporary art · Experience of working with artists and turning ideas into innovative and ambitious programmes to generate audiences and income · Significant relevant experience of business planning and budget management · Ability to generate income through commercial approaches to programme planning and fundraising including digital · Management and development of staff and organisational change management 		<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>
<p>Skills</p> <ul style="list-style-type: none"> · Excellent problem-solving skills · Excellent creative and strategic thinker 	<p>√</p> <p>√</p>	

· Excellent communication and interpersonal skills	√	
--	---	--

· A flexible approach to work	√	
· Excellent advocacy, presentation and negotiation skills	√	
· Good knowledge of ICT, including proficiency in MS Office	√	
· Demonstrate leadership	√	
· Self-motivated with an enthusiasm for change and making things happen	√	
· Ability to liaise and negotiate with a wide range of individuals		
· Passionate about the role of culture with the ability to recognise the importance of cultural learning	√	
	√	

Please note: the successful applicant will be subject to an enhanced DBS check

Key conditions of service

Location: Hastings Contemporary

Salary: c.£ 40k

Hours: Full-time – 37.5 hours per week includes some weekend and evening work

Contract: Permanent (with a six-month probationary period)

Leave: 25 days per annum

Probation: 6 months

Pension: 50:50 Stakeholder pension up to a max of 4%

Staff Discount: All staff are entitled to discounts in the shop and cafe

Application deadline: Thurs 6th May. Please submit your application to:
liz@hastingscontemporary.org

Invitations to interview will be sent: Friday 7th May

Interviews: 12th and 13th May

If you need assistance to complete your application, for example due to a disability, or if you would like to discuss the role or have questions, please contact Liz Gilmore Director, Hastings Contemporary. liz@hastingscontemporary.org

We wish you every success with your application.