

Artistic & Festival Director, Creative Youth

Job Description

Name: TBA

Location - Kingston Upon Thames

Contract - The engagement would be for a fixed contract until September 2018, of approximately 158 days (depending on start date an average 4 days a week) on an agreed daily rate (circa £150). Contract to be reviewed in September 2018. Probationary period – three months.

Reports to – Chief Executive Officer, Creative Youth

Works with: Marketing Manager, Creative Youth
Office & Finance Manager, Creative Youth
Production Manager, IYAF
Volunteer Coordinator/Executive Assistant – Creative Youth
Project Managers – Creative Youth
Volunteers, Trainees, Apprentices and those undertaking work experience

Decision making authority/constraints: In-budget spend and within-plan decisions

CREATIVE YOUTH MISSION STATEMENT

The four core aims of Creative Youth (CY) are;

- Enabling young people to realise their potential through the arts
- Equipping young people with the skills and confidence to succeed
- Celebrating the achievements of young people in the arts
- Producing high quality programmes that showcase and support young and emerging artists

ROLE SUMMARY

This is a hugely exciting and rewarding role for the right candidate. We are looking for someone who is hungry, a hard worker, who cares deeply for arts and culture, gets a buzz out of seeing an event they have organised run smoothly and believes that the nurturing of young artists is essential to the arts and cultural sector.

The role holder will be a creative producer, leading all event management and providing creative input for the charity in the contracted term. Their primary task will be providing artistic support for the Charity, creating projects, and activity that sit within the artistic and business direction agreed by the CEO and Board. They will have responsibility for directing The International Youth Arts Festival Kingston (IYAF). As Festival Director, the new Artistic Director will build on the past nine festivals visioning a bold, high profile, imaginative festival in 2018, to celebrate the 10th anniversary, in line with the cultural branding and ethos of the previous festivals and Creative Youth's views and goals.

The ideal applicant for this role will have exceptional project management, event management and organisational skills, impeccable people management, exciting creative flair, a passion for the arts and a genuine and well-rounded knowledge of the cultural scene - not only in the UK, but across the world.

KEY OBJECTIVES

- Create and manage budgets
- Manage relationships between various parties, partners and stakeholders from the most senior levels –facilitating projects, fielding concerns and managing expectations
- Research and develop creative ideas as part of Creative Youth’s portfolio of activities throughout the year
- Produce and deliver a range of high quality events throughout the year, in line with the charity’s core aims and working with key venues
- For IYAF, programme exciting and varied events, across art forms, showcasing established acts and up-and-coming performers to show their work. Producing a festival that is exciting to our audience, is a box office draw and in line with the charity’s goals and ambitions
- Instigate and respond to requests for commissioned work utilising the skills of young people
- Be happy to speak in public, meet new people, promote the charity and be the “face” of the Charity.
- Support the CEO in mentoring apprentices, volunteers, trainees and those undertaking work experience
- A genuine understanding of youth arts and the obstacles/solutions that exist in that sector
- An enthusiasm to nurture and upskill young people in their chosen creative industries field
- A cool-headed temperament and ability to confidently multi-task, problem-solve and prioritise
- Input into and comment on fundraising strategies as lead by the charity’s Fundraising Consultant.
- Able to balance commercial success with creative ideas - both at the festival and in year-round projects.

Key tasks, duties and quality standards in successfully carrying out this role:

PLANNING, ORGANISATION AND MANAGEMENT

- To engage young apprentices, volunteers, trainees and those undertaking work experience to deliver projects and mentor their progress
- To attend Trustee Board meetings when required
- To provide artistic input and support to Creative Youth events and projects.
- To rigorously ensure child protection policies are implemented and carried out and to actively maintain the highest and most up to date standards, alongside the Chief Executive, Creative Youth.
- To ensure the highest standards of health and safety are adhered to.
- To foster a culture of entrepreneurship, innovation and creativity.

For IYAF:-

- To manage the application process
- To actively seek, programme and curate high quality content for the festival
- To create participatory projects that lead up to the festival

- To liaise and communicate effectively with all venues, artists, staff and volunteers to ensure the safe and smooth running of the festival
- To ensure young people are actively involved in delivering the festival
- To ensure the openness and accessibility of the festival to participants and audiences from all walks of life
- To develop policies and procedures to improve the environmental sustainability of the festival.

FINANCE AND BUDGET MANAGEMENT

- To identify and develop new relationships with sponsors and funders, and improve current existing relationships
- To help identify and develop budgets for Creative Youth projects, commissions and applications
- To assist with Creative Youth fund raising

For IYAF:-

- To work with the Chief Executive to draft and agree a festival project plan for IYAF
- To draft different budget options in line with a range of different income scenarios
- To manage the budget of IYAF, with the Chief Executive, Creative Youth

MARKETING AND COMMUNICATION

- To increase the profile of the Creative Youth locally, nationally and internationally
- To work with the Marketing Manager to develop effective marketing material to promote the Charity's year-round work and activities.
- To identify and liaise with a PR professional to promote the Charity and IYAF.

For IYAF:-

- To work alongside the Marketing Manager to market and promote IYAF, locally, regionally, nationally and internationally to meet agreed targets
- To plan, coordinate and produce the IYAF brochure
- To develop IYAF as a spring-board for participating companies for other festivals e.g. Edinburgh Fringe
- To increase the number of friends of IYAF, pass purchasers and to implement a fair process of ticket allocation

EVALUATION

- To work with the CEO and Marketing Manager to evaluate and quantify the success of the Charity's work throughout the year against agreed parameters

RELATIONSHIP BUILDING

- To proactively engage with arts organisations and others to develop creative projects for young people
- To proactively engage with other festivals and young people's creative projects to ensure Creative Youth's activities in particular IYAF remains cutting edge and relevant
- To proactively build a network of contacts within the arts and youth arts sector
- To engage with local schools and community groups and be the main point of contact for their feedback
- To engage with stakeholders to foster their engagement, understanding and involvement

SKILLS AND EXPERIENCE REQUIRED

- Good budgetary skills.
- Strong communications skills & organisational skills
- Experience working in the charitable sector
- Proven track record of idea generation and delivery of projects from conception to completion
- Experience in managing multiple projects Experience in event management, especially those involving young people.
- Experience working with young people
- Current DBS check in place

SKILLS AND EXPERIENCE DESIRED:

- Knowledge of the local area and cultural sector
- Patience and understanding to mentor young people.
- Knowledge and awareness of IYAF Kingston an advantage