

DEPTFORD X



Job description | Deputy Director, Deptford X

Contract: 12 month initial contract (Jan 2022 – Dec 2022), renewable
Salary: £32,000 p/a pro rata
Hours: Part time, 4 days per week; hours of work: 10am – 6pm, flexible.

As Deputy Director you play a key role in maintaining the organisation's strategic direction during the Director's maternity leave. You will report to the Board and will oversee all aspects of the organisation's work and operations, managing the organisation's financial, HR, and artistic programmes curation and delivery.

You will ensure that these operations are kept on track and provided with the resources and attention they need at all times. You will line manage the Programme and Communications Manager (3 days a week), the Development Manager (2 days a week), as well as temporary staff and volunteers around the festival period, which will be in September 2022. The Deputy Director will also work with a bookkeeper on finance management and reporting.

About Deptford X

Founded in 1998, Deptford X is London's longest-running visual arts festival! Each year we work with hundreds of artists to locate art at the centre of everyday life for all of the area's communities and to engage large & diverse audiences.

A visual arts charity based in Deptford, South East London, we foster artistic talent and nurture community within the borough of Lewisham and beyond. We achieve this through a free annual festival in Deptford, artist studio provision and ongoing activity supporting artists and our local communities throughout the year.

As a small team, the emphasis is on a flexible, supportive and inclusive working environment that priorities collaborative working and problem solving.

The Role

With a significant background in curatorial practice and arts management, you will bring practical experience of management and planning for Deptford X's Arts Festival planned for late September 2022. As a highly organised and energetic individual, you will bring an extensive professional network and contacts with artists and arts organisations that will enable you to build on the organisation's long-established creative reputation. You will have the opportunity to curate a programme of artists for our Borough of Culture edition of Deptford X Festival and help us launch our community curatorial panel which you will nurture and grow.

As well as a high level of practical skills, you will forge strong relationships with local communities and arts organisations, with the purpose of nurturing collaboration and joint funding opportunities to support new activities throughout the year.

This is an ideal opportunity to make your mark in a forward thinking organisation which will value your skills and creative approach. It is a role which will offer you both autonomy and support, and expose you to a variety of different challenges.

Core responsibilities include:

1. Planning and curating Deptford X's 2022 Arts Festival
2. Day to Day financial and budget management

3. Sourcing and securing income from trusts, funds, foundations and other sources including crowdfunding and sponsorship
4. Developing a community curatorial panel and community engaged participation programme.

The Deputy Director will work with the Programme and Communications Manager to:

- Act as a point of contact for local council and community groups – Deptford X is also part of *Lewisham Visual Arts Network*, *Lewisham Youth Arts Network* and *London Affordable Artists Network*, for which you will represent Deptford X.
- Manage and support Deptford X's Peer Network.
- Develop and maintain festival best practise to deliver ambition and excellence
- Manage and report on Arts Council project grants and monitoring via Grantium.
- Be an effective advocate; represent and promote Deptford X locally, nationally and internationally
- With the Programme and Communications Manager, develop the marketing and PR strategy to engage existing and new audiences at both local and national levels
- Facilitate activities in the project space
- Ensure safe building operations and maintenance if needed
- Develop new, and maintain existing relationships with partners and collaborators
- Manage and build on community relationships and external liaison

Wider responsibilities:

1. Regular, detailed reporting to Board of Trustees
2. Reporting to funders and other stakeholders on key areas of activity
3. Management as required of Programme & Communications manager, temporary staff, freelance contractors and volunteers
4. Management of other projects as required
5. Keeping clear and up-to-date project schedules at all times
6. Taking full responsibility for your areas of work; being flexible and where necessary forming contingency plans
7. Ensuring that all costings are clear, accurate and competitive

8. Ensuring that all stakeholders feel valued by and involved in Deptford X
9. Striving to maintain team morale, mutual support and respect at all times
10. Supporting, promoting and contributing to the core values of Deptford X

Knowledge of the Deptford area, its cultural heritage, and unique characteristics is desirable although not essential. It is anticipated that the successful candidate would quickly seek to establish strong relationships locally.

The Deputy Director of Deptford X will report to the Board of Trustees.

Essential Skills Knowledge and Experience

- Minimum three years professional experience arts management and curatorial practice.
- Experience working with a board
- Proven effective organisational management, strategic direction and planning
- Proven track record of grant fundraising and sponsorship
- High level of literacy, with the ability to write leadership pieces and promotional materials
- *High level of numeracy and financial experience*
- Proven organisational skills, ability to work to deadlines and under pressure
- Positive communication skills with emphasis on networking and relationship building

Formal Training offered:

- First aid training
- Diversity training
- Disability equality training

Our Vision

Deptford X:

- Is led by local artistic ambition, interests and practice.

- Brings art into informal contexts and public spaces for all to access.
- Seeks to make a positive contribution to our locality, communities, and to art, and to lead by example.
- Places equity, accessibility and care at the heart of the organisation.
- Holds space and advocates for difference, creativity, experimentation and learning within art.

Fundamentally we support artists and creative practice, as well as those who do not yet identify as artists, with a focus over the next three years on:

1. **People of Colour:** Specifically local Black communities. We are actively redressing the balance of participation in Deptford X and visual arts as a whole and making space for People of Colour-led creative programming.
2. **Disabled people:** We are working to remove barriers to participation in our work and inviting disability-led programming.
3. **Young people:** We are developing ways to engage local audiences and participants at a younger age and create pathways for their participation and ownership of Deptford X.

How to apply

To apply for any of these roles, please submit a:

1. **Monitoring Form** (Link on website)
2. CV that includes your past relevant work and project experience
3. Cover letter that must address the points below (maximum 2 sides of A4) to jobs@deptfordx.org
 - Why you are interested in this role
 - How you meet the required skills, knowledge and experience for the role.
 - Include examples that **demonstrate** your capacity to carry out the responsibilities of the role.
 - What you think you can bring to this role

PLEASE LABEL ANY DOCUMENTS YOU EMAIL US WITH YOUR FULL NAME

Application Deadline:

Deputy Director: 9am, Monday 17th January 2022

Interview Process:

Interviews will take place w/c 24th January & w/c 31st January, between the hours of 17:30 – 19:30 via Zoom.

Successful shortlisted candidates will then be invited to a second round interview, after which a decision will be made.

We are an equal opportunities employer and we particularly welcome applications from minority groups who are underrepresented in our sector. This includes Black and People of Colour applicants, Disabled and Neurodiverse applicants, LGBTQ+ applicants, and Women. We will be pleased to make reasonable adjustments to meet your needs in order to undertake this role if you are successful in your application.

We welcome audio and video applications.

For video and audio applications please use the following format and state:

State your full name and address

Please provide an answer to the following questions:

1. Why you are interested in this role
2. How you meet the required skills, knowledge and experience for the role.
3. Include examples that **demonstrate** your capacity to carry out the responsibilities of the role, with examples from your CV.
4. What you think you can bring to this role

Please spend about 5min giving us a quick run through of your paid positions in the last two years.

Anything else you would like us to know about why you would be appropriate for this role.

If you require any other assistance in applying for this role due to your access requirements, please get in touch with us at sarah@deptfordx.org and we will be happy to help. We are able to make adjustments to meet your needs if you are asked to interview. Please let us know when you apply what we can do for you.