



Head of Programmes Recruitment Pack

Overview

Reports to:	Director
Responsible for:	Community Engagement Manager Studios Manager Administrator Curators/producers/production (freelance team)
Commencement date:	April 2021
Salary:	£45,000
Hours:	35 hrs. per week (may require some evenings and weekends)
Contract Type:	Fixed-Term 36 months.

About Metroland Cultures

Metroland Cultures safeguards the legacy of Brent's year as the Borough of Culture by building on the projects and relationships built over that year. It works in partnership with the community and Council to celebrate Brent's cultural heritage and grow its creative future. Through its Visual Arts and Music Biennial it presents stories and artists to local, national and international audiences. Metroland University offers a 2 month development programme to young people from Brent who want to work in the arts and the creative industries.

About the Head of Programmes role

The Head of Programmes role will oversee all aspects of delivering the artistic programme. You will be responsible for the planning and delivery of Metroland Cultures programme of work and for developing and managing the temporary studios spaces. Working with the Director you will create and lead a Visual Arts Biennial (2022 & 2024) and a music festival in 2023 that is inclusive, collaborative, safe and supportive, as well as artistically bold and ambitious.

Duties and Responsibilities

Artistic Programme and Production

- Build the curatorial and commissioning framework for both as well as overseeing and producing two Brent based Visual Arts Biennials (2022 & 2024) and a Music Festival in 2023
- Manage the contracts and work with specialist curators to identify and commission artists and creatives.
- Oversee and cultivate collaborative partnerships with London, national and international based cultural organisations for commissioning, co-commissioning and co-producing work.
- With the support of the Community Engagement Manager develop and oversee a public programme that is reflective of the wants, needs and interests of Brent's residents.
- Ensure opportunities are created across the Visual Arts Biennials and Music Festival programme that gives Metroland University's young people access to real world opportunities that helps them build skills for employment and personal development.

Strategic Planning

- Lead on resource planning for programme delivery, ensuring an agile, flexible approach that meets the needs of Brent residents and communities.
- Build a programme that is both outward facing and locally relevant and find ways to build democratic platforms for all artists commissioned or working with the charity
- Accountability for the design and implementation of a scheduling system and approach that meets Metroland's programme planning and operational needs - whilst ensuring robust COVID-19 contingencies are in place.
- Work with the Director on the development of a three year business plan for the artistic programme
- Work with the Marketing Manager to ensure Metroland's artistic policy and programme is effectively communicated to the creative and cultural sector, audiences, funders and press.
- Work with Metroland's Fundraising and Development Manager to ensure that relationships with new and existing funders remain strong and productive through identifying cultivation opportunities, and supporting the bid development and reporting process.

Leadership and Management

- Manage the overview of an annual programme budget, supporting the curators/programmers in the planning and delivery of a programme of work that supports Metroland to deliver on its artistic ambition.
- Driving forward a project team approach to deliver Metroland's programme ensuring KPI's, and other diversity, access, sustainability and audience targets are met.

- Work with Metroland's Director to develop an effective and efficient operating model.
- Provide leadership and line management to the Community Engagement Manager, Studios Manager, Administrator and freelance team of curators and artists.
- Oversee development of the legal and contractual framework for the wider producing and programming team.

General Duties

- Keep abreast of best practice in the sector within Britain and globally.
- Represent Metroland at public functions, launch parties, conferences, press nights and fundraising events.
- Ensure you and the team adhere to Metroland Cultures policies and procedures with respect to Safeguarding, Health & Safety, Equal and Diversity, Environmental and Data Protection.
- Be willing to undertake any necessary training or development in order to fulfill the role.

Person Specification

Essential

- Demonstrable experience of delivering public arts and cultural programmes that are inclusive and representative of local people and communities.
- Experience in commissioning and producing work within the visual arts and/or music sector
- The ability to understand and anticipate the artistic, financial and logistical needs of producing and presenting an extensive programme of work and to be able to translate this understanding into resourcing and financial planning and budgeting.
- An understanding of working with artists and other creatives to commission new work.
- Commitment to working with artists and partners from a diverse range of backgrounds, and commitment to exploring and furthering Visual Arts and Music as part of Metroland's biennial programmes.
- A proven leader, who understands the impact of change, and can inspire and lead a team.
- Excellent communication, influencing and negotiating skills.
- Emotional intelligence and appreciation of how to work collaboratively in a creative environment
- Experience in taking financial responsibility for major programmes of work including setting, negotiating and monitoring budgets

Desirable

- Experience of training, mentoring and support of emerging talent
- Experience in developing strategies, business plans and enacting them

Applications

To discuss the role please email team@metrolandcultures.com to arrange a conversation with the Interim Director, Lois Stonock.

To apply for the role please download the application pack send the following to team@metrolandcultures.com:

1. Completed Application form
2. CV
3. Covering Letter
4. In addition, please complete our Equal Opportunities Monitoring survey [here](#).

The deadline for applications is **5pm on 12th March 2021**. Interviews will be held on the **17th of March 2021**

To apply please send your completed application to team@metrolandcultures.com

For more information about Metroland Cultures please see www.brent2020.co.uk

Metroland Cultures is an Equal Opportunities and London Living Wage employer.