

Application Pack

Associate Director

In association with Manchester School of Theatre, Manchester
Metropolitan University

HOME



GMAC is funded by



About HOME

HOME first opened its doors in May 2015: a new, £25m multi-art form venue for Manchester operated by Greater Manchester Arts Centre (GMAC).

HOME's mission is to be an open and social space for the curious from all our communities, future artists and producers of work that is provocative, playful and contemporary, of Manchester and the world. HOME curates engaging, international, high-quality work, and exists to develop art and artists at of all stages in their careers. This is done across:

- Two theatres: c.500 proscenium arch theatre (T1), and a flexible c.130 seat studio theatre (T2)
- 500m² contemporary exhibition space
- Five state-of-the-art cinema screens presenting one of the most celebrated independent film programmes in the UK
- Rehearsal and development spaces

HOME is also a thriving cultural business, with a highly successful bar and restaurant, growing events and hires business, a fine retail offer, and an international publishing arm (Cornerhouse Publications) and film distribution arm (HOME Artist Film).

In the first three years of the organisation, HOME's impact on the culture of Manchester and beyond has been extraordinary. It has:

- Welcomed **2.3m** visitors through its doors
- Worked with over **55,000** participants
- Presented over **40** exhibitions
- Staged over **1,000** theatre performances
- Delivered nearly **20,000** cinema screenings
- Contributed **£80m** GVA (gross value added) to the Greater Manchester economy

HOME's Vision

HOME is central to making Greater Manchester a major city celebrated for its distinctive art, art that enriches the lives and life chances of its people, a magnet for artists and creatives with the highest engagement in the arts in the UK.

HOME's Mission

HOME is an open and social space place for the curious from all our communities, future artists and producers of work that is provocative, playful and contemporary, of Manchester and the world.

HOME's Values

- i. Creativity – bringing imagination, resourcefulness and innovation to our work
- ii. Pioneering – leading the way, breaking new ground, being ahead of the curve, taking risks
- iii. Collaborative – seeking out opportunities for sharing and partnership
- iv. Engaged – with our city region and the wider world, with art and artists and with ideas and issues
- v. Open – welcoming and engaging with multiple voices, ideas and perspectives
- vi. Rigorous – striving to do the best work, valuing quality

Job Description



HOME

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Manchester M15 4FN

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www.homemcr.org

jobs@homemcr.org

Job Title: **Associate Director**

Team: **Made at HOME**

Responsible To: **Director/CEO**

Contract Length: **Fixed-Term until January 2021**

Job Summary

The Associate Director is a critical new role for HOME, and is part of a new approach to developing distinctive, original art. The role is designed for an established artist, with a specialism in theatre, who wants to evolve their creative practice and have a lasting impact on a leading multi-art form organisation at an early stage in its artistic evolution.

HOME's Director/CEO Dave Moutrey has overall artistic direction of HOME's produced and incoming artistic programme, including work in theatres, galleries and cinemas. He is accountable to the Board of Trustees and major stakeholders for ensuring that this meets the stated objects, vision and mission of the charity.

HOME aims to create and present a programme that reflects the wonderful diversity of our city. In doing so we provide a safe space and support for artists to investigate and debate ideas and issues in contemporary society with our audiences and communities. We want to be useful. We also want our audiences and artists to have fun. To do this means that HOME's artistic strategy is one of collaboration and welcomes alternative perspectives and vantage points from inside and outside the organisation. The Associate Director will work closely with Dave and the team at HOME to generate ideas and develop work – helping to realise HOME's vision and further its artistic horizons.

The role will support the development of artists and companies; providing support in the development of new work and mentorship for commissioned artists. The Associate Director will also support HOME's Executive Director and Head of Programme to develop HOME's programme of produced and incoming work. HOME has developed a strong relationship with Manchester School of Theatre (MST) at Manchester Metropolitan University (MMU) as part of our joint commitment to developing future generations of artists. This post is supported by MMU and will work closely with MST on developing Directors and Actors. The role will support initiatives within MST and details of the role will be subject to negotiation and developed once we are clear about the skills set that the successful candidate brings to the role.

At HOME we welcome applications from everyone.

HOME strives to present a vibrant, diverse programme that is reflective of the city that we live in. We believe that this can only truly be achieved if the workforce at HOME encompasses a broad range of beliefs and vantage points. We particularly welcome applications from people from a BAME background or those who are Deaf or disabled, as they are currently under-represented in our workforce. We also welcome applications from people with dependents and will consider requests for flexible working arrangements. If you would like to discuss reasonable adjustments for this role or the application procedure, please email jobs@homemcr.org, call 0161 228 7621, or indicate this on your covering letter and we will contact you.

We welcome applications from candidates who want to work in a different way. We'd also encourage and support the post-holder to consider short sabbatical periods for projects away from HOME, as long as they are built around key points in HOME's artistic calendar.

About Made at HOME

The Made at HOME team work together to develop art, artists and projects that benefit the local and national artistic ecology. The team works to incubate and develop talent; to generate original work across art forms; and to engage audiences with the arts.

Main Duties

Made at HOME

- To support the Director/CEO with the development of a portfolio of projects and productions on HOME's stages and other spaces that meet the organisation's artistic, audience and creative case objectives, with the potential of taking a creative lead on HOME produced work where appropriate.
- To identify and develop new projects - helping to grow the pipeline of creative projects, productions and commissions.
- To support HOME's Executive Director, Head of Talent Development and Head of Programme to develop HOME's producing pipeline, supporting the development of some key HOME commissions, productions and co-productions as appropriate.
- To provide a creative voice for HOME on selected collaborations with other companies.
- To input into wider programming choices for incoming work across theatre, visual arts, cinema and festivals.
- To work with HOME's Creative Director of Film and Culture, to support the development of projects and events as appropriate.
- To be an active member of the artistic strategy group feeding into and enhancing the artistic vision of the organisation.

Talent Development

- To provide creative support in the development of work by HOME supported artists and programmes.
- To work with the Made at HOME team to workshop and R&D projects as appropriate.
- To read and feedback on any scripts given as part of programming and planning conversations.
- To work with the Head of Talent Development to create new arenas and opportunities through which talent in our existing programmes can collaborate and experiment with each other, irrespective of their art form background.
- To undertake 30 days per year working with students at MST.

Engagement

- To provide artistic support and advice for HOME's engagement programmes, especially the Communities and Young People's programme activities.
- To support the development of Project X – HOME's landmark building-wide engagement project for 2020.
- To work with HOME's Engagement team to improve the bridge between HOME's engagement programme and its talent development activities, and work to reduce barriers to involvement.

Other

- To act as an ambassador for the organisation; its approach and ethos. Regularly attending sharings, gallery openings, screenings and press nights.

- To attend theatre, events and other artistic programme and to keep up to date with trends in creative practice.
- Perform all tasks in line with HOME's commitment to providing the widest audience access.
- To be an advocate and ambassador for the organisation.
- Implement GMAC policies, in particular those around diversity, environmental sustainability, and access.
- Keep up to date with financial, administrative and operational best practice.
- Carry out duties as deemed appropriate by the Director/CEO.
- Work evenings and weekends as appropriate.
- Undertake national and international travel as required.

Essential skills and experience

- Track record of making and presenting theatre on a national level.
- Knowledge of the UK theatre landscape including understanding of workings of a regional arts centre.
- Established national and international relationships with practitioners and artistic leaders in the theatre industry.
- A genuine, clear commitment and understanding of cultural diversity, representation, engagement and access.
- Experience of and commitment to identifying and developing emerging talent.
- Experience of and willingness to work across art forms and collaborate with artists working in a range of disciplines.
- Excellent interpersonal skills and confidence in dealing with people of different backgrounds and experiences.
- Experience of working collaboratively and in partnership.
- An interest in the social and political landscape and the place of artists within it to make work in response to this.
- Awareness of the sector, the current challenges and how to adapt.
- Commitment to team working and a flexible approach to working practices.
- Ability to prioritise and be accurate in a busy and changeable work environment.
- Excellent computer literacy, especially with Microsoft Office.
- Excellent organisational skills and attention to detail.
- Willingness to work flexible hours.
- Highly developed verbal and written communication skills.

Desirable skills and experience

- Experience of making theatre internationally.
- Experience of creating theatre at both the small and mid-scale.
- Knowledge of working in a busy producing venue.
- Knowledge of the North West theatre landscape.
- A love and appreciation of culture and the arts.
- Knowledge of international theatre practice and contacts outside the UK.

Artistic Structure

HOME is proud to both produce and present work across art forms in our cinemas, theatres and galleries. We are equally proud to support artists at all levels: from our award-winning engagement work through to large scale commissions by international artists.

We believe the best and most impactful work occurs when we don't limit our artistic horizons. We don't want to simply be a building housing a theatre, a cinema and gallery. We want to offer a rich cross-art form programme that speaks to our city.

HOME's Artistic Strategy aims to break down art form silos and encourage collaboration. Director / CEO Dave Moutrey, with Executive Director Jon Gilchrist, guides the overall direction for HOME's artistic strategy. This strategy falls into two interdependent areas:

- **Programming:** Curating a world-class programme of work across art forms
- **Made at HOME:** Developing art and nurturing artistic talent

The following roles work together, with support from the wider HOME team, to shape HOME's artistic programme.

		Director/CEO and Executive Director				
Made at HOME				Programming		
Head of Talent Development	Head of Engagement	Curator	Associate Director	Creative Director (Film & Media)	Head of Programme	Head of Film

Applicant Information

Outline of Terms and Conditions

TITLE OF POST:	Associate Director (fixed term)
HOURS:	GMAC Ltd has a standard working week of 40 hours inclusive of meal breaks. Standard working hours start between 8am and 10am and finish between 4pm and 6pm. Exact hours of work as required by demands of the post. Overtime payments will not be made, however time off in lieu, with the agreement of the Director/CEO. 30 days per year working with Manchester School of Theatre staff and students.
SALARY:	£32k - 35k
CONTRACT PERIOD:	This post is full-time. Unpaid time off to direct shows elsewhere may be taken with the agreement of the Director/CEO. The contract is for a fixed-term up to January 2021.
ANNUAL LEAVE:	25 days p.a. pro rata plus statutory holidays, increasing with length of service thereafter.
PROBATIONARY PERIOD:	1 month
NOTICE PERIOD:	1 month during probationary period, 3 months thereafter.
PENSION:	HOME runs a workplace pension scheme.
OTHER BENEFITS INCLUDE:	<ul style="list-style-type: none">• Free tickets for theatre and cinema• Discounts on food and drink at HOME's bar and restaurant• Travel schemes including cycle to work and discount bus travel

Appointment Procedure

To apply, please send your CV, together with an expression of interest statement (2 sides of A4 max.), responding to the following questions:

- Please give an overview of your career to date and tell us about a moment in your career that you are most proud of and why?
- What is it about HOME, and its overall programme, that appeals to you the most?
- Talent Development is a huge part of this role, can you tell us what Talent Development means to you and why it is important?

The deadline for applications is **Monday 18th March 2019**
First Interviews will take place **w/c 1st April 2019**

Please email a PDF copy of your letter and CV to: jobs@homemcr.org

Greater Manchester Arts Centre Ltd

Unfortunately, we cannot acknowledge receipt of applications. If you have not heard from us by **Thursday 21st March 2019**, please assume that we will not be taking your application any further.

HOME (Greater Manchester Arts Centre Limited) collects personal information when you join us as an employee, apply for a job or work with us as a freelancer. We will use this information to manage the recruitment process, conform with employment or payroll legislation, report to funders on our workforce or to comply with other laws. HOME will not share your information with third parties for marketing purposes. For more information explaining how we use your information please see our privacy policy for Employees, Freelancers and Artists at <https://homemcr.org/about/policies/privacy/>.