

RECRUITMENT PACK

Artist Development Programme Manager –
Full Time
March 2026



HOME

WELCOME

Thank you for your interest in the role of Artist Development Programme Manager at HOME.

HOME is Manchester's beating heart for theatre, film and art. It's an everyday escape, a space which invites everyone in for conversation, creativity, culture and connection. At HOME, you can discover new dimensions, old favorites and everlasting stories.

HOME is Manchester's premier arts centre and a registered charity, welcoming over 7 million visitors since opening. HOME features two theatres, five cinemas, an art gallery, and a popular restaurant. HOME collaborates with artists from both the UK and around the world to produce and present exceptional visual art, cinema, and theatre experiences. Placing a strong focus on UK theatre, international works, new commissions, and artist development, HOME is deeply rooted in the community, pushing creative boundaries, embracing experimentation, and sharing bold, exciting art with as wide an audience as possible.

Our programme is presented across:

- Five state-of-the-art cinemas, presenting one of the UK's most celebrated programmes of independent film
- Two theatres – c.500 seat proscenium arch, T1; and c.130 seat flexible studio theatre, T2 – presenting HOME produced productions
- 500m² contemporary visual art space
- Digital platforms
- Talent development and engagement spaces
- In youth and education settings and within communities across Manchester

HOME also relies on trading and secondary income to support the charity, including two bars, a restaurant, event spaces and retail space.

If you require a large print version of this recruitment pack, or any reasonable adjustments to apply for this position, please contact recruitment@homemcr.org.

OUR VISION & MISSION

WHAT WE'RE HERE FOR
We're an open and social space for the curious from all of our communities, future artists and producers of work that is provocative, playful and contemporary, of Manchester and the world.

WHERE WE WANT TO BE
We want to be central to making Manchester a major city celebrated for its distinctive art – art that enriches the lives and life chances of its people – and a magnet for artists and creatives from all over the UK.

WHAT MAKES US TICK

- We are conscientious
- We are considerate
- We are collaborative
- We are creative
- We are curious

STRATEGIC OBJECTIVES

We're here to share exciting, entertaining and thought-provoking stories with the people of our city and beyond

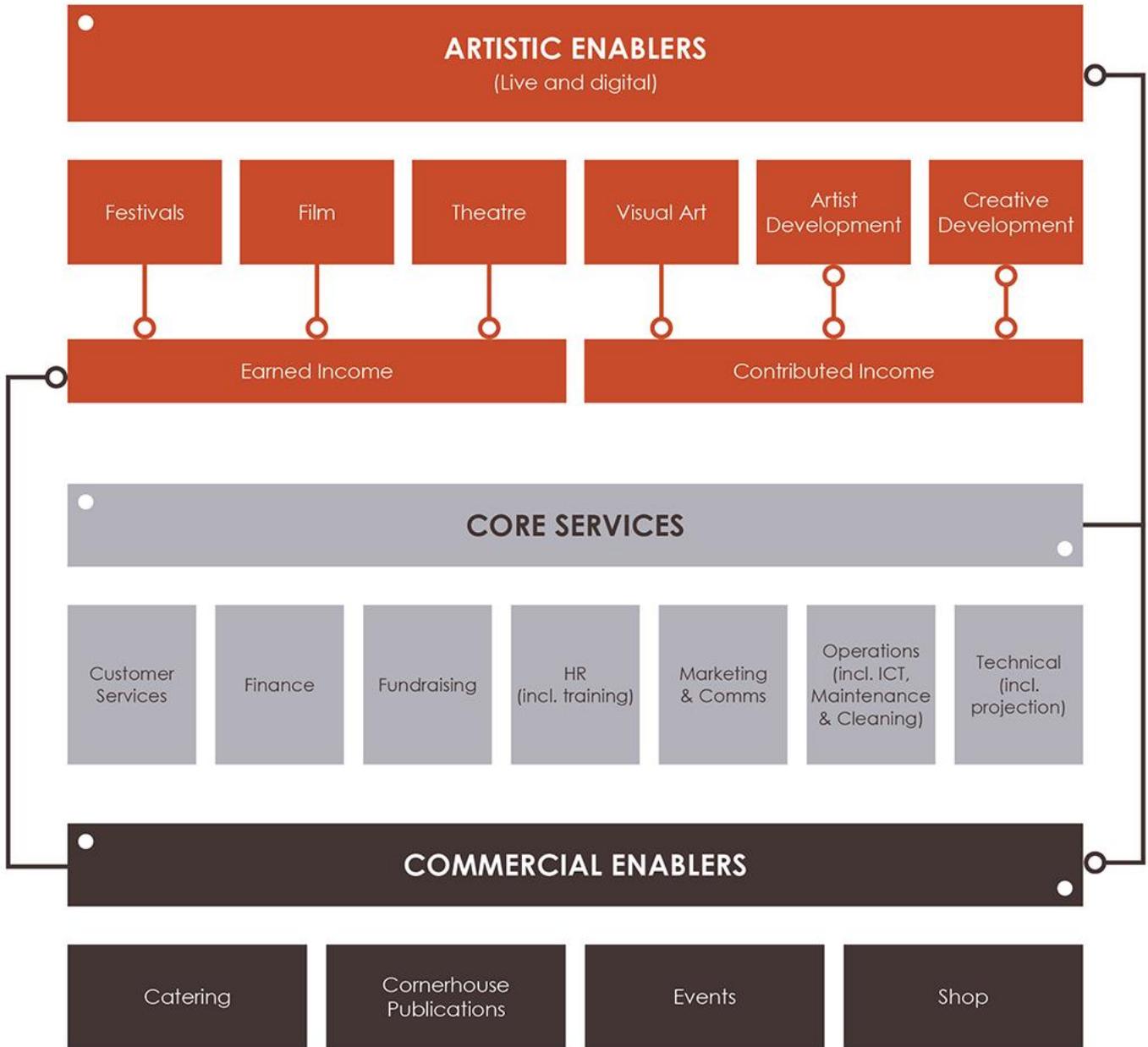
We're here to nurture creativity

We're here to develop and make our team feel valued

We're here to tackle inequality

We're here to protect the planet

HOW WE WORK





Equality at HOME

HOME is an inclusive employer, and we are committed to championing anti-racism, equality and diversity through the way we work, and the work we make and present.

We want our workforce to reflect the diverse communities of Greater Manchester, and we welcome candidates from all backgrounds. We actively encourage and support applications from groups who are currently underrepresented across the arts sector, including members of the Global Majority, d/Deaf and disabled applicants and individuals from lower socio-economic backgrounds.

HOME is a Disability Confident Employer, and a Supporter of the Greater Manchester Good Employment Charter.



THE ROLE

Job Context

The Artist Development Programme Manager will support the Head of Artist Development in the delivery and management of HOME's ambitious development programmes for Visual Arts and Film.

Job Summary

The Artist Development Programme Manager will play a pivotal role in curating and delivering a year-long programme of development opportunities for artists and creatives working in Visual Arts and Film.

The role will manage and deliver a programme of workshops, residencies and collaborations, nurturing relationships with existing partners and exploring new potential collaborators.

The Artist Development Programme Manager will curate a programme of new exhibitions in two key spaces: the Granada Foundation Galleries and the HOME Arches windows, HOME's newest exhibition space in Whitworth Street.

The role will be directly responsible for building and maintain relationships with artists and creatives, growing the presence of Visual Artists and Filmmakers in HOME's new creative space HOME Arches and exploring new models for creative residencies, together with the Head of Artist Development.

The Artist Development Programme Manager will lead on providing guidance to Visual Artists, ensuring their vision is realised and supporting them to navigate the regional arts ecology.

Together with the wider HOME team, the role will lead a programme of activities to support the development of early to mid-career filmmakers, including workshops, laboratories and opportunities for showcasing new work.

The Artist Development Programme Manager will work closely with the Head of Artist Development to ensure the programme supports the wider organisation's strategy and goals and will work closely with other departments at HOME to develop a dynamic, creative programme that enables artists to meaningfully develop.

KEY INFORMATION

Salary	£32,000 per annum
Contract	Permanent
Hours of work	40 hours, including 1 hour lunch breaks Exact hours of work as required by the job, working evenings and weekends as appropriate. Overtime payments will not be made, however time off in lieu will be available to cover additional hours worked with your Line Manager's agreement.
Place of work	HOME's offices are at 2 Tony Wilson Place, M15 4FN
Holidays	25 days per annum plus statutory holidays (pro rata)
Pension	GMAC offers a pension with a 3% company contribution, available to those who are eligible
Other benefits	Discounted cinema and theatre tickets Employee Assistance Programme Option to purchase additional holidays Cycle to work and Tech scheme to those who are eligible after probation
Probationary period	6 months
Notice period	1 month during probationary period, 2 months thereafter

JOB DESCRIPTION

Purpose

The role is responsible for delivering and managing an ambitious programme of development for artists working across Visual Arts and Film.

Team	Artist Development
Reports to	Head of Artist Development
Responsible for	Artists, Visitors, Practitioners and Participants

Main duties

- Working closely with the Head of Artist Development, to plan, manage and deliver HOME's year-round Artist Development programmes for Visual Arts and Film creatives.
- Be a core member of the Artist Development Team, supporting wider projects when needed. Taking part in working groups across the organisation and collaborate on cross-organisational projects – as directed by the Head of Artist Development.
- Curate the Granada Foundation Galleries, including planning a yearly programme of exhibitions, researching and selecting relevant artists.
- Curate a programme of exhibitions in the HOME Arches windows, including managing commissions and exploring ways to maximise exposure for up-and-coming Visual Artists.
- Manage and coordinate artist and supplier contracts, logistics for commissions or loans, artwork install and deinstallation where required.
- Manage multiple high quality development projects for Visual Arts and Film, taking place in the building (particularly in HOME Arches) and online.
- Lead relationships and contracts with freelancers, advisors and partners to deliver initiatives for the further development of Greater Manchester filmmakers.
- Together with the Head of Artist Development, design and implement initiatives to grow the presence of Visual Artists and Filmmakers in HOME's new creative space HOME Arches.
- Provide advice and guidance to contribute to the further development of artists working in Visual Arts and Film, including funding, production and public presentation.

- Work with other departments in the organisation to provide potential pathways and mechanisms to support ongoing development.
- Effectively manage multiple project budgets, regularly reporting to the Head of Artist Development.
- Implement effective monitoring and evaluation and provide written reports when required.
- Work closely with HOME's Development Team to identify and support fundraising for Artist Development programmes and reporting when needed.
- Work closely with HOME's Marketing and Communications Team to ensure the work of Artist Development is well profiled at a local, regional and national level.
- Proactively advocate for HOME's Artist Development work internally, locally, regionally and nationally and represent GMAC at relevant networks, conferences and events.
- Work collaboratively and supportively as a member of the wider HOME Team, playing a key role in developing and delivering an integrated, ambitious and creative programme of work.

Additional duties

- Promote and embed equality and diversity and inclusion as an integral aspect of working for HOME leading by example.
- Be an advocate and ambassador for HOME.
- Support the effective management of health and safety arrangements of staff, contractors and audiences/customers.
- Uphold and follow values and GMAC policies, particularly those around diversity, environmental sustainability, positive work environment and sexual harassment, access, safeguarding, H&S & GDPR
- Carry out any other duties which are consistent or commensurate with the role and or as directed by the Line Manager.
- Take part in working groups & training sessions as required.
- Keep up to date with financial, administrative and operational best practice.
- Work evenings and weekends as well as undertake travel if required.

This is not an exhaustive list of duties and HOME's management may, at any time, allocate other duties which are of a similar nature or level.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Experience Skills & Knowledge	<ul style="list-style-type: none"> • Working knowledge and a strong understanding of Visual Arts. • Knowledge of funding bodies. • Experience in the delivery and management of artist development programmes. • Experience of providing guidance to emerging and mid-career artists. • Knowledge of the Visual Arts scene in Manchester and Greater Manchester. • Ability to have in-depth conversations with artists about their work and provide guidance. • Understanding of the practicalities involved in delivering a public exhibition programme. • Experience in project management - managing multiple projects and implementing effective, administration and budgeting processes. • Experience of implementing effective monitoring and evaluation methods. • Experience in writing reports for trustees, funders and wider stakeholders. 	<ul style="list-style-type: none"> • Experience in curating exhibitions, online projects or public programmes (including assistant curation). • Working knowledge of Film. • Awareness of contemporary art critical discourse. • Awareness of new technologies used by contemporary artists and curators. • Knowledge of creative residency spaces and programmes at national and international level.
Other requirements	<ul style="list-style-type: none"> • Ability to problem solve in a calm, professional and methodical manner. • Excellent organisational, verbal and written communication skills. • Effective administrative and IT skills (Excel, Outlook, Teams, PowerPoint, SharePoint) with excellent attention to detail. 	<ul style="list-style-type: none"> • Carbon Literacy trained or committed to environmental sustainability

	<ul style="list-style-type: none">• Ability to manage multiple priorities and prioritise tasks.• Ability to proactively work both as part of a team and independently.• Flexibility and ability to work evenings and weekends as required.• Able to handle sensitive information with confidentiality.	
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HOW TO APPLY

The deadline for applications is Friday 10th April, 12pm (midday).

Please note We review applications and reserve the right to close an advert early if we identify suitable candidates. To avoid disappointment, submit your application as soon as possible. If successful for the role following interview start date will be subject to our pre-employment checks which include receiving satisfactory employment references & right to work in the UK.

Application format: submit by email an up-to-date CV together with a supporting statement of no more than 2 A4 pages. Alternatively, this can be provided as a short video/audio response no more than 10 minutes in length. Please ensure you provide examples of how you meet the essential criteria within the Person Specification and the main responsibilities for this role in your supporting statement. **All documents submitted as part of the application must be in .pdf, .doc, or .docx format.**

Please email your CV and supporting statement to recruitment@homemcr.org and complete the link here to the [Equal Opportunities Form](#). Please add the job reference number **318844** in the subject line.

We will interview candidates who meet the essential criteria in the person specification. Support is available at every stage of the process please email recruitment@homemcr.org if you have any questions related to support requirements.

Interviews will take place in person on Monday 20th April 2026.

HOME strives to be an equal opportunity employer, committed to diversity and inclusion in the workplace.

Please note Due to the high volume of applications we are unable to respond to all applicants individually. If you have not heard from us before the interview date, unfortunately, you have not been shortlisted on this occasion. Regrettably, we are unable to provide feedback at the application stage for those not selected for interview.

Thank you for your interest in this post.



FUNDED BY



FOUNDING SUPPORTERS



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