

# RECRUITMENT PACK

Head of Artist Development  
May 2025



# HOME

# WELCOME

## Thank you for your interest in the role of Head of Artist Development at HOME.

HOME is Greater Manchester's vibrant cross art form centre. We commission, create and present contemporary theatre, visual art and film and provide a space for experimentation where art forms meet and interconnect. HOME's programming is political, international and experimental.

HOME first opened its doors in May 2015: a new, £25m multi-art form venue for Manchester, operated by Greater Manchester Arts Centre (GMAC). Since opening, we have welcomed over 4 million visitors and contributed over £101 million to the Greater Manchester economy.

We became one of the few UK organisations to produce new work across theatre, visual art and cinema, achieving local, national and international artistic recognition.

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
- 500m<sup>2</sup> contemporary visual art space
- Digital platforms
- Artist 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](mailto: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

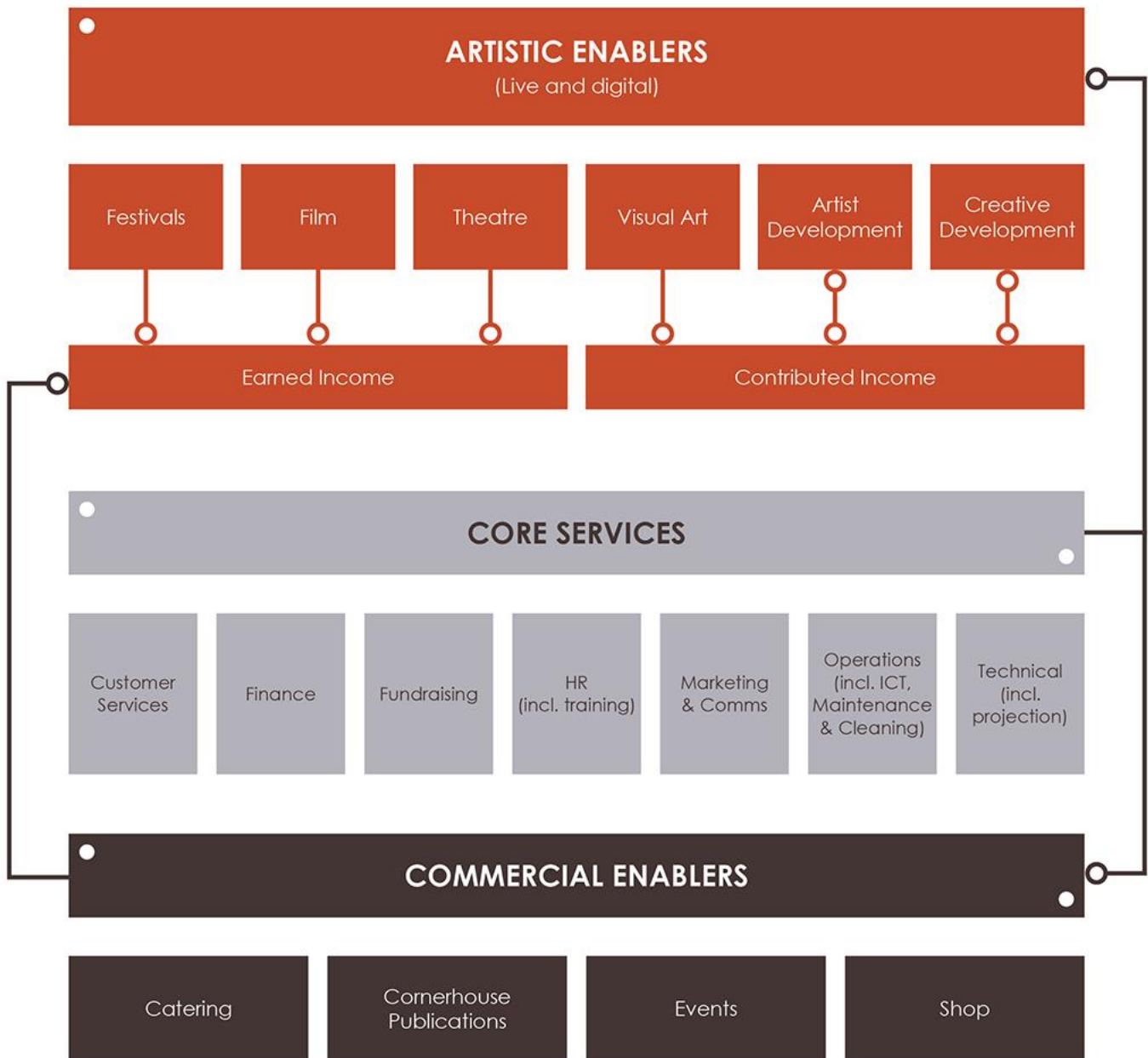
We're here to nurture creativity

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

The Head of Artist Development is part of the Wider Leadership Team at HOME shaping and delivering our diverse artists development programmes across theatre, film and the visual arts. The role has direct line management duties and works alongside other departments and across the organisational delivery. Artist Development is core to HOME and important part of growing impact.

In Jan 2025 HOME opened its new space dedicated to artist development HOME Arches in the heart of Manchester. Developed with local artists HOME Arches is a key focus over the coming years creating for an organisational step-change to HOME's artist development provision. HOME Arches is housed within 3 railway arches and unlocks over 5,000 hours of space for artists as well as provide technical and pastoral support. This brand-new space will nurture artistic ambition and enable the city to attract, sustain and retain artists from across the city, wider region, and UK, positioning Greater Manchester as a viable and attractive choice. HOME Arches is closely linked to the HOME's main programme and will work to create pathways for new work across all our programmes theatre, film and visual arts. We are currently trialling different ways of working including open booking and open use, the new Head of Artist Development will be driving the success of the Arches alongside the CEO and Director of Producing and Theatre Programme to develop and shape programmes, systems and delivery mechanisms.

Alongside HOME Arches the Head of Artist Development will also oversee and shape our artist development programmes and strategy across all artforms with the team. The role will have the opportunity to curate a programme that works to create a range of interventions for artists in Greater Manchester and feed into the other teams and programmes.

# KEY INFORMATION

<b>Salary</b>	£42,000 per annum
<b>Contract</b>	Permanent, full time
<b>Hours of work</b>	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.
<b>Place of work</b>	HOME's offices are at 2 Tony Wilson Place, M15 4FN
<b>Holidays</b>	25 days per annum plus statutory holidays
<b>Pension</b>	GMAC Ltd operates a company pension scheme with a 3% company contribution, available to all staff
<b>Other benefits</b>	Discounted cinema and theatre tickets Employee Assistance Programme Option to purchase additional holidays Access to training and professional development Cycle to work and Tech scheme
<b>Probationary period</b>	6 months
<b>Notice period</b>	3 months

# JOB DESCRIPTION

## Purpose

Lead on the development and delivery of an integrated and cross-art artist development programme at HOME, and to identify and create new arenas and interventions that respond to the needs and interests of those from non-traditional arts backgrounds. Oversee and manage the delivery of HOME Arches working across the organisation.

**Team** Artist Development  
**Reports to** Director of Producing and Theatre Programme  
**Responsible for** 3 Artist Development Producers

## Main duties

### Artist Development

- Develop and oversee the delivery of consistent, high-quality artist development activities across film, theatre and visual arts through agreed programme and early career, mid-career and showcasing activities.
- Create new arenas and opportunities through which artists in our existing programmes can collaborate and experiment with each other, irrespective of their artform background.
- Establish strategic partnerships and implement focused projects to increase diversity within our existing programmes.
- Create new cross-artform interventions that respond to the needs and interests of those from non-traditional arts backgrounds, particularly those who may not yet define themselves as artists.
- Work closely with HOME's CEO and Director of Producing and Theatre Programme on the design and delivery of the Artist Development Strategy and programme, and the producing and delivery of PUSH festival.
- Work with HOME's Creative Engagement Team to improve the bridge between HOME's Engagement programme and its artist development activities, and work to reduce barriers to involvement.
- Manage the work of Artist Development Producers.
- Ensure that clear and structured exit planning and signposting is carried out with participating artists.
- Act as the representative of HOME in regional and national artist development networks and partnerships, and to explore opportunities to work with others in consortium.



- Maintain a strong working knowledge of regional and national artist development practice, and to keep up to speed with relevant developments.

### **HOME Arches**

- Shape and delivery a new programme and profile of HOME Arches as the North's most exciting and dynamic artist development space.
- Create partnerships with artists and organisations to ensure the usage of HOME Arches is diverse.
- Work with HOME team to manage the building usage and ensure it is meeting its targets and KPI's.
- Provide clear reporting on the impact of HOME Arches.
- To create connections and establish working practices between the HOME Arches and the main programme delivery.

### **Relationship Management**

- Build relationships with a range of programme partners, including cultural organisations, educational organisations, community groups and others.
- Build and maintain relationships with key stakeholders and funders.

### **Financial**

- Manage programme budgets as agreed with the CEO.
- Work within HOME's agreed finance and accountancy procedures.
- Assist with HOME's fundraising activity including identifying opportunities outside of the traditional routes of funding (e.g. R&D innovation funds, content providers etc.) and working with the Development team to support artist development funding proposals.

### **Monitoring and Evaluation**

- Maintain monitoring and evaluation frameworks to ensure that the programme and its activities and events are properly recorded and evaluated.
- Ensure regular data collection and analysis to ensure the programme is on track to meet aims and objectives.
- Evaluate data and prepare material for written reports for HOME's Board of Trustees and funders.

### **Other**

- Attend Wider Leadership Team meetings.
- Contribute to business planning for HOME.
- Ensure that all activity is planned and delivered according to HOME's Health & Safety, Child Protection and Safeguarding policies.
- Implement GMAC policies, in particularly those relating to diversity and access.
- Work evenings and weekend as appropriate.

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
<b>Experience</b>	<p>Extensive experience of working with artists, creating artists development programmes and/or initiatives</p> <p>Experience of monitoring and evaluation frameworks and data collection</p> <p>Experience producing reports for internal and external stakeholders</p> <p>Experience collaborating across teams including programming, marketing and technical</p> <p>Experience managing external relationships and building partnerships with other organisations</p> <p>Experience of working across artform</p>	<p>Experience of working with HEI.</p> <p>Experience of systems such as Yesplan</p> <p>Experience of managing spaces.</p>
<b>Skills and Knowledge</b>	<p>Strong understanding of current artist development programmes and challenges</p> <p>Knowledge of at least one of the artforms at HOME</p> <p>Familiarity with reporting tools</p> <p>High level of accuracy and attention to detail</p> <p>Ability to lead and manage teams</p> <p>Strong organisational and time management skills</p>	<p>Awareness of accessibility principles</p> <p>Understanding of cultural sector trends and innovations</p> <p>Awareness of basic finance processes</p>
<b>Personal Skills</b>	<p>Collaborative and able to work effectively across departments</p> <p>Clear communicator with the ability to explain complex information in accessible ways</p> <p>A commitment to HOME's values of inclusion, access, sustainability and innovation</p>	<p>Proactive and open to learning new tools and systems</p> <p>Comfortable working in a fast-paced, public-facing environment</p>
<b>Other</b>		

<b>requirements</b>	<p>Positive, proactive approach to working as a team member</p> <p>Proven ability to demonstrate initiative and independent thinking</p> <p>Ability to deal tactfully with a wide range of people, including press/media, HOME supporters, senior staff and trustees</p> <p>Flexibility and ability to adapt quickly to a varying workload and demands</p> <p>Able to handle sensitive information with confidentiality</p>	
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# HOW TO APPLY

**The deadline for applications is Monday 30<sup>th</sup> June 2025, 10am**

Application format: submit by email an up-to-date CV together with a supporting statement of no more than 2 A4 pages. **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.**

Email your CV and written supporting statement or this can be a short video/audio response no more than 10 minutes long to [recruitment@homemcr.org](mailto:recruitment@homemcr.org) and complete the [Equal Opportunities Form](#) to apply via this link.

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

**Interviews will take place in person on Tuesday 8<sup>th</sup> July 2025**

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



HOME is a trading name of Greater Manchester Arts Centre Ltd, a company limited by guarantee, registered in England and Wales No 1681278. Registered office 2 Tony Wilson Place, Manchester, M15 4FN Charity No: 514719.