

Chief Executive and Creative Director Application Pack 2023





Message from Kate Craddock Chair of the Board of Trustees

Thank you for your interest in the post of Chief Executive and Creative Director at ARC. This is an exceptional opportunity to join, and lead, a thriving, friendly and ambitious organisation, and we are excited to hear from you.

ARC is an extraordinary multi-artform arts centre that is located in the heart of Stockton Town Centre. Equally, ARC is firmly located in the hearts of many of the artists, audiences and communities who it engages. ARC is widely networked from its base in Stockton-on-Tees and regularly leads initiatives that impact on a national level.

ARC is a Strategic Partner for Stockton-on-Tees Borough Council and an Arts Council England National Portfolio Organisation with a Creative Case for Diversity rating of Outstanding (2021).

As a Board, we are extremely proud of the breadth of activity that ARC carries out. Our artistic programme spans live performance, cinema, music, and comedy, and we have an outstanding creative learning programme. We are committed to artist development, managing a 45 strong North-wide venues network – Venues North. We regularly pioneer initiatives that support disabled artists and artists from the global majority, and initiatives that remove financial barriers for our audiences. We are sector-leading in our partnership and cross-sector working, which includes working with housing providers, mental health charities and education providers to name a few.

ARC is a powerful hub of creativity, a space where everyone is made to feel welcome, and an instigator of change.

We are looking to appoint an exceptional leader who is well positioned to navigate and lead these multiple strands of ARC's activity, to build on our success and who firmly aligns with ARC's vision, and commitment to equity, diversity and inclusion. We are looking for someone who will maintain an inclusive working culture, and who can bring a leadership and management style in which all staff can thrive to lead ARC into its next phase.

If this sounds like you, then we would love to hear from you.

We hope you will find everything you need in this pack in order to make your application. If you want to have an informal conversation about the role, please get in touch.

Thank you again for your interest in the role, and best of luck with your application.

Kate Craddock



More About ARC

ARC is a charity that uses arts and cultural activity to support our local community.

We work locally, in Stockton and the Tees Valley, and nationally, through our leadership of networks and partnerships.

We have events and activities going on all year round for everyone. These include live performances, film screenings, workshops and classes. We are particularly keen that people who might feel that the arts isn't for them are able to take part.

Our work brings people together so we can all better understand and enjoy the world and experience new ideas.

We invite lots of different artists to spend time creating new work at ARC, working with local people, to make sure that what we present is relevant to Stockton.

We want to make a positive difference to our local community. We are always interested in working with new people.



Activity at ARC



During 2022/23, ARC presented 186 professional performances, 72 community performances, 441 film screenings and live broadcasts, as well as delivering more than 750 workshops and classes. Audience figures exceeded 50,720, with c8,700 attendances at creative arts activities.

ARC supports artists to develop new theatre, dance and multidisciplinary performance works, presents high profile comedians and musicians, produces national tours of works created by associate artists and organisations, and is home to resident learning disabled theatre company Full Circle who created their first festival in 2022 at ARC.

ARC's family offer includes the commissioning and programming of new performance work for 3-7 year olds throughout the year as well as a Christmas show for this age range.

ARC works with multiple strategic partners to deliver a diverse and high quality creative learning programme and ARC's community-led programme makes an important contribution to the overall life of ARC. During 2022/33 we supported more than 72 community performances, featuring more than 1,000 young people performing and attracting audiences of c12,600. ARC's gallery programmes exhibitions that reflect the local community, while the cinema programming includes art-house, family and mainstream screenings.

ARCADE, ARC's performance artist network, consists of c100 active members from across the North of England. During 2022 artists benefited from 2,400 hours of free space for R&D and rehearsals, and 150+ one-to-one surgery sessions. During 2022/23, we continued to deliver Tees Valley New Creatives, a career starting programme of free support to help people completing further and higher education creative courses secure employment in the cultural industries and unlock new opportunities in their fields.



Our Building



Spread over 5 floors, ARC is home to some of the most accessible and adaptable spaces in the region. Our building includes The Point, which is a 550 capacity flexible entertainment space regularly used for comedy and music, a 246 seat theatre, a 97 seat studio theatre, and a 131 seat digitally equipped cinema. In addition, there is a 100 square metre dance studio, a versatile workshop space, and an accessible gallery.

Alongside these spaces, we also have a bar and cafe area, as well as informal seating spaces that are regularly used by community groups, families and individuals. ARC's set up is flexible, and alongside our regular artistic programming and creative learning activity, our spaces can be adapted to host any type of function, from corporate hospitality to conferences, exhibitions and private screenings.

Our Staff



ARC has 68 employees, 16 of these work on a full time basis, 22 part time and 30 work on flexible contracts. We also work with 10 volunteers on a regular basis. ARC has 9 Trustees.

Turnover and Finance

Our annual turnover in 2022/23 was £2.1m. We currently receive £370,000 annually from Arts Council England as a National Portfolio Organisation and £161,000 from Stockton-on-Tees Borough Council. We secure additional income from a diverse range of sources including trusts and foundations, donations, as well as generating earned income.

Vision

We believe the world is a better place when people understand each other.

We recognise that the world is dominated by the stories, views and ideas of a very small group of people. ARC uses arts and cultural activity to support different people to share their stories and ensure they are heard.

This creates better connections across communities which support people to raise their aspirations, achieve their potential and enhance their experience of the world.



Mission

ARC is an organisation working from its venue to enhance the wellbeing of the whole community of Stockton and the Tees Valley, through arts and creative activity, through widening opportunities to experience and participate in the arts, and through partnership with other organisations.





Aims

1. To make an important contribution to the social and economic regeneration of Stockton and the Tees Valley
2. To present an outstanding creative programme that is contemporary and relevant to our communities
3. To increase the number and range of people engaging with ARC
4. To support and develop artists and creative practitioners to create excellent work relevant to our communities
5. To support and develop a cultural workforce to support our ambitions
6. To realise the creative potential of our local communities
7. To increase our financial and organisational resilience and ability to adapt to economic, environmental and societal change
8. To act as a catalyst for partnership and collaboration between public, private and voluntary sector organisations
9. To act as a national and international leader in organisational sustainability, sector development, artistic practice and social impact

About Stockton

Stockton-on-Tees is a historic market town situated in the centre of the Tees Valley in the North East of England.

The Borough of Stockton-on-Tees includes the towns of Stockton, Norton, Billingham, Ingleby Barwick, Thornaby, and Yarm, all with their own individual identities, with plenty of opportunities to shop with independent retailers.

A thriving cultural hub, Stockton Town Centre is home to a wide range of venues with a varied offering year round, as well as annual events such as SIRF (Stockton International Riverside Festival) and Stockton Calling a 2000+ capacity multi-venue music festival.

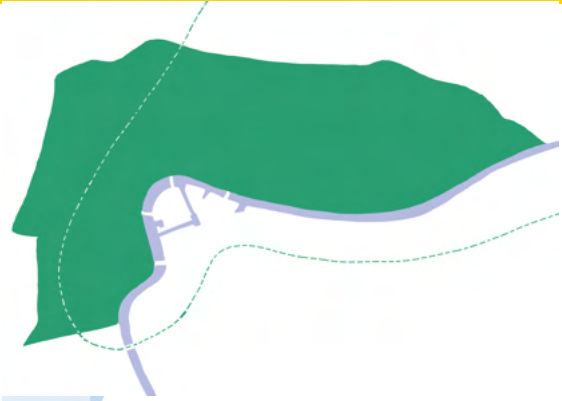
Access to a whole range of other cultural activities is also within easy reach of the town with countless venues, attractions, festivals and events across the Tees Valley and the surrounding areas. Everything from galleries and museums to theatres and other performance spaces are just on the doorstep.

The Borough and wider Tees Valley are home to a huge selection of places to eat and drink, with award-winning restaurants, cafés, cocktail bars, and micro-pubs.

The town features access to a wide range of leisure facilities, including parks, libraries, swimming pools, gyms, Tees Barrage International White Water Centre and more.

Stockton is within easy travelling distance of some of the country's best coastline with towns like Saltburn, Seaton Carew, and Seaham all within a 45 minute drive and easily accessible by public transport. The town also boasts easy access to some of the best countryside locations with North York Moors National Park, The Pennines, and The Cleveland Way all close by.

The average accommodation rental price in Stockton is £611 a month, and the average property price over the last year was £150,994. There are a number of outstanding primary schools and secondary schools within the Borough.



Job Description

Job Title:	Chief Executive and Creative Director
Contract Type:	Permanent
Salary:	£60,000 - £68,000 (depending on experience)
Hours:	40 hours per week, some requirement to work evenings and Saturdays
Holiday Entitlement:	25 days per annum plus bank holidays
Based at:	ARC, Stockton Arts Centre
Reporting to:	Board of Trustees

The key purpose of the Chief Executive and Creative Director is to offer exceptional leadership for ARC. The post holder will achieve this by delivering and evolving ARC's Business Plan; by maintaining and developing ARC's Vision and Mission; and by overseeing the effective day to day running of the organisation. The Chief Executive and Creative Director will maintain an inclusive, supportive and structured environment for all colleagues.

They will work closely with the wider management team and Board of Trustees to set the strategic direction for ARC and oversee ARC's budgets and financial security. They will lead the creative direction of the organisation, as a multi-artform arts centre that dynamically welcomes and serves the communities of Stockton and the wider Tees Valley.

They will actively seek opportunities to intersect across sectors, maximising ARC's reach and potential. They will fundraise and generate income for ARC, ensuring ARC's financial resilience.

They will create and manage multiple external cross-sector relationships with partner stakeholders and organisations, providing outward facing strategic leadership on both a local and national level.

They will be the public face of the organisation and will manage communications and relationships with key funders including Arts Council England, and Stockton-on-Tees Borough Council. They will report to the Board of Trustees.



Key Duties

1. Strategic planning, including the development, refreshing and implementation of ARC's Business Plan
2. Overseeing delivery of ARC's core activity including ARC's creative programme and wider creative sector leadership role
3. Creative programme development, setting and evolving the creative direction of the organisation
4. Income generation and fundraising from a diverse range of funding sources, including identifying funding opportunities and creating successful funding applications
5. Customer experience, liaising with a wide range of stakeholders and audience groups
6. Audience development, understanding Stockton's immediate demographic and audience by listening and responding to their needs
7. Budget setting and financial management including sharing relevant information and overseeing all aspects of ARC's reporting responsibilities as an Arts Council England National Portfolio Organisation, and as a Strategic Partner of Stockton-on-Tees Borough Council
8. Governance & legal oversight as a registered charity, reporting to and working closely with the Chair and Board of Trustees, identifying and disseminating information for effective decision making and governance
9. Stakeholder management & external relations, initiating and managing multiple cross sector relationships
10. Measuring impact, of all ARC's activity
11. Spokesperson, and advocate for ARC on a local and national level
12. HR and staff development, overseeing HR processes and staff development opportunities including ensuring staff training is up to date, refreshed and relevant, and staff development opportunities are maintained
13. To undertake training as required by ARC, leading by example for all staff
14. To read and work within ARC's policies and procedures, including the Staff Handbook, Safeguarding Policy, Health and Safety Policy, Equality Policy and General Data Protection Regulation
15. To undertake any other duties as may be required as part of this role

Person Specification



Essential

1. Strong management and leadership skills (demonstrable experience as a senior leader in the arts) including personal resilience and openness to change
2. Ability to motivate and inspire others
3. Experience of successful strategic business planning for an organisation and ability to think strategically
4. Experience of overseeing operations for an organisation
5. Excellent communication skills, both written and verbal (including public speaking)
6. Experience of developing or overseeing artistic programmes and/or creative learning programmes across multiple art forms (including commercial and non-commercial strands of programming)
7. Experience of collaborating with creatives, of overseeing artist development and managing creative projects
8. A strong understanding of financial and budget management and risk management (not just for individual projects, but on an organisational level)
9. Experience of working effectively at an organisational level and a robust grasp of governance, including an awareness of Charity legislation, funder priorities and expectations
10. Building and maintaining relationships with diverse stakeholders
11. Demonstrable commitment to Equity, Diversity and Inclusion

Desirable

1. National (and international) creative sector networks
2. Experience of building cross-sector partnerships
3. Experience of working with Arts Council England and local authority
4. Understanding of regional networks and working regionally



Working at ARC

ARC is a fantastic place to work, but you don't have to take our word for it. You can hear some of our staff talking about working here in these [short videos](#).

We offer a flexible and supportive working environment, value experience as well as skills and qualifications and work to ensure everyone in the organisation is aware of our equality and diversity commitments. We want to support all staff to fulfil their potential and enjoy a happy and healthy workplace.

For office-based jobs, we operate a flexi-time scheme where staff are expected to be in the office between the core hours of 10am-4pm, but can choose when to work their remaining hours.

ARC's Working From Home Policy allows staff whose jobs can be carried out effectively from home to work up to 20% of their hours remotely.





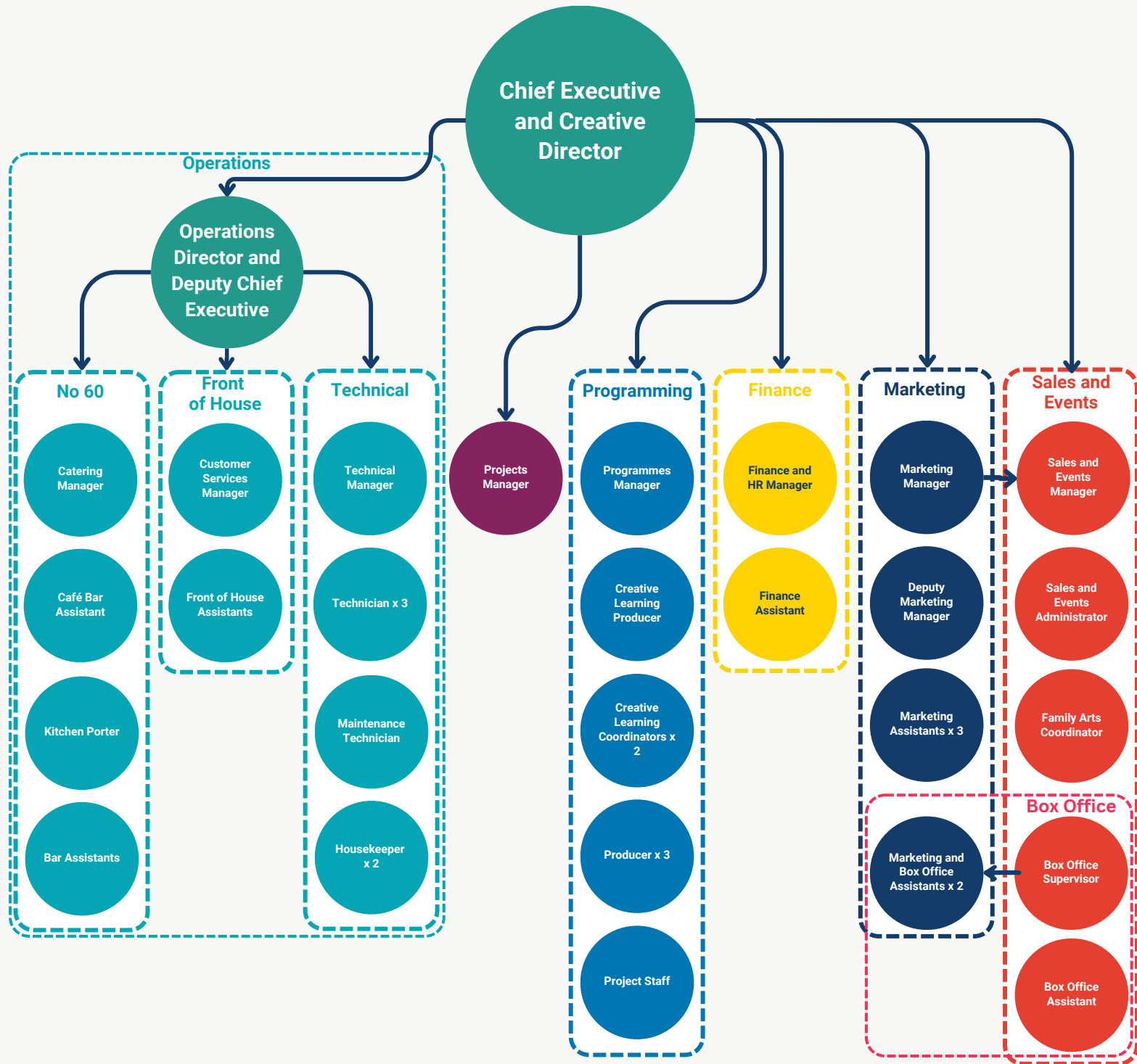
What to expect if you come and work at ARC

All staff employed at ARC receive:

- An annual performance review
- Annual leave and sick pay in line with the terms of your contract
- Salary payments direct to your bank account on 25th of each month
- Free tickets to films and shows at ARC
- A 20% discount on food at No 60, ARC's café bar
- Annual health and safety, safeguarding and equality training
- Access to a Cycle to Work scheme (<https://www.cyclescheme.co.uk/>)
- An option to join ARC's pension scheme (<https://www.nestpensions.org.uk/schemeweb/nest.html>) – this offers you the chance to save for the future by paying in 5% of your salary, matched by 3% paid by ARC
- Where required, relocation expenses will be available to support the successful candidate relocate to Stockton-on-Tees



ARC Staffing Structure





How to apply

To apply for the role of Chief Executive and Creative Director, please submit an up to date CV that includes details of two referees, as well as a covering letter (of no more than two pages in length). In your covering letter, please outline why you are interested, and how you meet the person specification and experience required for the role.

Please don't forget to tell us why you want this job. We are looking for people who are passionate and motivated so it really helps to understand what aspects of the job you are interested and excited about.

Please complete the equality monitoring survey on [this link](#) before submitting your CV and covering letter to recruitment@arconline.co.uk by the deadline below.

If you would like to have an informal conversation about the role, please contact Kate Craddock, Chair of the Board of Trustees on kate@giftfestival.co.uk

Timescale



The deadline for applications is 10am on Monday 2 October 2023.

We will acknowledge safe receipt of your application by email.

**First stage interviews will provisionally be held on Tuesday 10th and Wednesday 11th October.
Second stage interviews will provisionally be held on Tuesday 17th October.**

Interviews will be held in person at ARC, with the option of an online interview at the first stage where necessary.

Please let us know when you send your application if you would not be able to attend an interview on these dates.

Unsuccessful applicants will be notified by Friday 27 October.

Access requirements

If you have any access requirements in terms of submitting an application or attending an interview, please let us know. We aim to meet everyone's access requirements.

If you need to submit your application in a different format (eg. as a video or audio file or as a hard copy), please let us know in advance so we can look out for it.



Data Protection

We are required to have a Candidate Privacy Policy to allow us to inform potential candidates of how ARC will collect, store and process their personal data submitted as part of the application process.

ARC will collect, store and process all data submitted as part of the recruitment process for this post in accordance with its responsibilities as the data controller as defined by the General Data Protection Regulation (GDPR).

The length of time that ARC retains submitted applications will depend on which stage of the recruitment process the candidate reaches.

- For candidates who are unsuccessful at the first stage ARC will retain submitted applications for the duration of the recruitment period of the named post.
- For candidates who attend an interview but are unsuccessful at this stage ARC will retain applications for a period of six months from the date that the candidate is informed that they have been unsuccessful.
- For successful candidates ARC will retain applications as part of their HR record in accordance with the terms set out in ARC's staff privacy policy.

ARC collects and stores this information on the basis of legitimate interest as defined by the GDPR in order to be able to demonstrate that it operates a fair and transparent recruitment process in the event that a dispute arises.

ARC will retain submitted equality and diversity monitoring information indefinitely. This data is held as part of an anonymous record which ARC uses to monitor equality and diversity information about applications for advertised vacancies on a regular basis. ARC collects and stores this information on the basis of legitimate interest as defined by the GDPR.

Candidates can object to ARC's processing of their data at any time. If you would like to submit an objection please contact recruitment@arconline.co.uk. ARC will respond to all objection requests within one calendar month as required by the GDPR.