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| <b>JOB TITLE:</b>              | <b>Digital Arts Manager</b> |
| <b>REPORTS TO:</b>             | Chief Executive Officer     |
| <b>AVERAGE HOURS PER WEEK:</b> | 37.5                        |

### 1. Context

Phoenix is a rapidly growing charity whose purpose is to enrich lives and celebrate diversity and ambition in film and art. The Phoenix Square venue is a hub for digital arts, creative media and independent cinema in Leicester's Cultural Quarter where pre-COVID annual participation in our cultural programme, café and business services had grown to 220,000.

The arts programme is important because it explores the impact of technology on culture and society. The pace of technologically driven change continues to accelerate, creating huge benefits but also disruptions. It is also having a huge impact on the creation, presentation, and accessibility of new forms of artistic expression for all ages and particularly the young. Creativity and engagement through digital technologies and platforms is natural and ubiquitous among the young and across cultural and social demographics.

This will increase in the years ahead, making our programme ever more relevant to a wider range of people. We commission and support artists to present work in a dedicated gallery as well as other spaces in the city and online. We work with artists who bring ideas and skills together in ways that are exciting, thought-provoking, and engaged with the critical discourse of digital culture, while focussing on works that are relevant to Leicester's diverse communities.

Over the past decade, our art programme has established a reputation for bringing some of the world's most exciting digital artists to Leicester whilst supporting local artists and people. Phoenix expects to develop a leadership role working at the interface of new media and contemporary art by producing and encouraging new art forms and types of experience that broaden people's horizons and artistic practice.

We are working hard to make sure that Phoenix is an inclusive and welcoming place for everyone – a place that is representative of the communities we serve, that celebrates diversity and provides equality of opportunity.

For us, inclusion is about creating an environment where everyone feels they belong, and to help us achieve this we aim to listen and learn, to be open to ideas and to take action to understand people's needs and get them involved – especially those from groups under-represented in the arts.

### 2. Purpose of the job:

Phoenix's purpose is to enrich lives and celebrate ambition and diversity in film and art. The **Digital Arts Manager** is responsible for developing and managing a digital arts programme that fulfils our creative aims and charitable purpose; as well as our financial, audience and stakeholder aims. Our overall creative aim is to produce a high-quality arts programme that is international in outlook whilst being relevant to Leicester.

The **Digital Arts Manager** is responsible for the overall management of the arts programme, which includes public gallery exhibitions by established international artists at Phoenix, online and in other locations around Leicester. It also provides opportunities and support for local

artists and makers. The art programme includes education and skills opportunities for a wider range of people.

The role is responsible for managing the Arts Council England NPO grant award including its planning, reporting and evaluation. The role is responsible for fostering long term partnerships that contribute to the arts programme.

The role is primarily responsible for the arts programme and is expected to work closely and collaboratively with colleagues who are responsible for the cinema and education programmes.

The **Digital Arts Manager** is responsible for line managing the **Assistant Producer** and is expected to work collaboratively with the Phoenix technical and operational team to produce arts events.

As a member of the senior management team, you will collaborate with colleagues and have a strategic influence on the creative programme and development of Phoenix as a whole. You will work closely with the Sales and Marketing Manager to communicate the programme to audiences and stakeholders. You will work with the Cinema Programme Manager to develop curatorial coherence and audience opportunities between the cinema and arts strands of our programme and contribute to fundraising activities that support the creative programme, in collaboration with the Business Development Manager

## 2. KEY RELATIONSHIPS:

**Internal:** Chief Executive Officer, Sales and Marketing Manager, Assistant Producer, Cinema Programme Manager, Business Development Manager, Customer Services and Operations Manager, Technical Team, Finance Team.

**Line Management:** Assistant Producer and part-time staff supporting arts activities.

### **External:**

- Stakeholders: De Montfort University, Leicester City Council and Arts Council England.
- Arts programme partners: De Montfort University, other arts organisations, and audience engagement partners.
- Funding agencies, trusts, foundations, sponsors, and donors.
- Artists and other partners who collaborate in fulfilling our aims.
- Phoenix audiences especially arts audiences, Members, Friends and social media audiences.
- The press

### 3. Main duties

#### Planning and Developing the Arts Programme

- Leading the development of digital arts curatorial policy and direction.
- Developing and sustaining partnerships that support the arts programme.
- Presenting and reporting progress to the Board of Trustees.
- With the CEO - developing and sustaining relationships with stakeholders.
- Designing and planning an arts programme that meets our vision and engages our target audiences.
- Budgeting and financial management of the arts programme and additional creative projects.
- Monitoring and evaluation of the arts programme
- Advocating for the digital arts programme internally and externally.
- With the Sales and Marketing Manager – promoting the arts programme.
- Managing and developing the venue's arts facilities – primarily the Gallery.
- Influencing and supporting wider organisational strategy and plans.
- With the Business Development Manager – raising new funds to support the creative programme and personally leading applications to relevant organisations.
- Developing and sustaining relationships with regional creative media partners.

#### Producing the Arts Programme

- Managing the NPO programme to an excellent standard that meets the goals and requirements of Arts Council England.
- Researching key developments in creative media and communicating findings to the wider creative team.
- Planning exhibitions and events with the Technical and Operations Team.
- Designing and producing creative educational activities and events that engage diverse audiences and contribute to outreach programmes.
- Managing all aspects of arts installations in gallery and elsewhere, including the technical requirements of the programme.
- Developing and sustaining positive relationships with artists and programme partners.
- Supervising artists, curators, volunteers, and contractors who support the arts programme.
- Artistic commissions and supervising the creative and technical production of new work.
- Being a main point of contact with our stakeholders for the digital programme.
- Producing reports and information for stakeholders and Phoenix Trustees.
- Leading the arts education programme, developing activities to engage young people and families. Supervising talent development programmes.
- Writing and editing interpretive and promotional copy for a range of promotional channels and platforms.
- Developing digital resources for the promotion and contextualisation of the creative programme.
- Representing Phoenix at appropriate events and through presentations and press activity.

#### Other Responsibilities

- Line-managing assistants and/or volunteers as required.
- Developing your professional practice and skills with the CEO's support.
- Contributing to the development of Phoenix as a member of the management team.

### 3. Qualifications, skills, knowledge and personal qualities

| Requirements                         | Essential   | Desirable  |
|--------------------------------------|---|--|
| <b>Qualifications &amp; Training</b> | <ul style="list-style-type: none"> <li>· Degree in relevant discipline or substantial professional experience.</li> <li>· A satisfactory DBS check is required to hold this role.</li> </ul>  | <ul style="list-style-type: none"> <li>· Membership of relevant professional bodies/networks.</li> <li>· Degree in the arts or other creative subject.</li> </ul>  |
| <b>Experience &amp; Achievement</b>  | <ul style="list-style-type: none"> <li>· Experience &amp; achievement in a relevant curatorial or creative management role in arts or creative media.</li> <li>· Achievement in growing arts audiences.</li> <li>· Designing and producing creative workshops and events that engage and inspire people.</li> <li>· Achievement in commissioning and producing digital arts and media events for the public.</li> <li>· Achievement in fundraising.</li> <li>· Managing funded programmes through all stages of planning, organising, monitoring, evaluating, and reporting to stakeholders.</li> <li>· Experience &amp; achievement in partnership development.</li> </ul> | <ul style="list-style-type: none"> <li>· Experience in developing arts strategy and curatorial policy.</li> <li>· Experience of working with arts-funders, especially Arts Council England.</li> <li>· Achievement in producing digital arts for specific audiences.</li> </ul>                |
| <b>Skills &amp; Knowledge</b>        | <ul style="list-style-type: none"> <li>· Creativity &amp; innovation - ability to generate ideas and convert them into propositions.</li> <li>· Knowledge of the digital arts and creative media sector.</li> <li>· Knowledge of audience development and programme evaluation techniques.</li> <li>· Planning &amp; organising; project and budget management.</li> <li>· Facilitation – ability to listen, and guide ideas drawing on the talents of others, towards a defined goal.</li> <li>· Excellent team working skills.</li> <li>· Competent in using ICT.</li> </ul>  | <ul style="list-style-type: none"> <li>· Relevant personal networks or artists and practitioners.</li> <li>· Technical expertise relevant to digital arts.</li> <li>· Events management.</li> <li>· Knowledge of the wider arts and technology sectors.</li> <li>· Line management.</li> </ul> |
| <b>Personal qualities</b>            | <ul style="list-style-type: none"> <li>· Personally credible with good influencing skills with a wide range of people and across sectors.</li> </ul>  | <ul style="list-style-type: none"> <li>·</li> </ul>  |

## Role Description 13th April 2022

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|  | <ul style="list-style-type: none"><li>· Ability to communicate effectively with a wide range of people, personalities &amp; management levels. Including excellent and persuasive writing and presentation skills.</li><li>· Ability to work independently whilst judging when to seek guidance and support from colleagues.</li><li>· Self-motivated, entrepreneurial &amp; task oriented.</li><li>· Capable of working calmly and methodically whilst under pressure and dealing with multiple deadlines.</li><li>· Able to advocate the benefits that culture has on people and place.</li><li>· Enthusiasm &amp; ability to develop yourself in the role, through personal practice as well as from colleagues, partners and other sources.</li><li>· Flexible approach and the capacity to work the hours to fulfil the role.</li><li>· Ability and willingness to travel, primarily in the UK.</li></ul> |  |
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