

Future Arts Centres

Executive Support Application Pack

Context

Future Arts Centres (FAC) is a UK network of 150+ members. It exists to champion the unique importance of arts centres at a local, regional & national level.

We believe that by offering outstanding artistic experiences for everyone in our communities and operating as robust social enterprises, arts centres present a fantastic model for the cultural venues of tomorrow.

Future Arts Centres was founded in 2013 by a group of leading UK arts centres who initially came together to share their experiences as leaders. It has grown into a network with 150+ members, with the following objectives:

- create a unifying leadership voice for arts centres and their unique artistic and social contribution to the cultural and civic life of UK towns and cities
- advocate for sustained and increased investment in arts centres
- ensure the role of arts centres is recognised in artform development and funding policies
- develop new, artistically driven, collaborative partnership models
- explore business collaborations which innovate and support sustainability

FAC is co-led by Gavin Barlow and Annabel Turpin who also have significant experience of leading arts centres and they are also CEOs of the Albany (London) and Storyhouse (Chester) respectively. The Executive Support role will be working most directly with the Administrative Director, Christine Lee, who oversees the administrative, operational and financial functions.

This is an exciting time to be joining Future Arts Centres. In 2023, FAC started receiving funding from Arts Council England to provide greater support to the arts centres sector, so we have recently been going through a period of increased in activity and engagement. The Executive Support is a new, integral role to support FAC as it continues to strengthen, grow and respond to new opportunities.

You can read more about Future Arts Centres here: <https://futureartscentres.org.uk/>

Job Description

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| Job Title: | Executive Support |
| Contract type: | Fixed term contract to 31 March 2027 Probation period 6 months |
| Salary: | £25,000 for 0.4 FTE/16 hours per week (£10,000 per annum) |
| Hours: | 16 hours per week to be worked over 2 or 3 days |
| Holiday entitlement: | 33 days pro rata including public holidays (13.2 days per annum) |
| Base: | Newcastle, with a requirement to attend monthly face-to-face meetings in London or Leeds |
| Reporting to: | Administrative Director |
| Responsible for: | n/a |

Job Purpose

The Executive Support is a new role to support the administrative functions and provide executive support for the Directors of the organisation.

Duties & responsibilities

Administration

- Provide comprehensive executive support to the Directors, including diary management, travel arrangements, and meeting coordination.
- Organise meetings, including setting agendas, taking minutes, and following up on action points.
- Maintain efficient electronic filing and document management systems, including registration of new members.
- Prepare and edit reports, presentations, and other documents to support Future Arts Centres activities.

Programme delivery

- Assist in the coordination, administration and event delivery of Future Arts Centres events, in person and online, such as national members meetings, board meetings, and online workshops.

Other

- Undertake any other duties as requested by the senior management team, in line with the role's scope and capabilities.

Person Specification

An understanding and commitment to the [FAC principles](#).

Proven skills and demonstrable office experience in the following areas:

- Excellent organisational skills with the ability to prioritise and meet deadlines
- Taking meeting notes and minutes
- Confident using Microsoft Office (Outlook, Word, Excel & Powerpoint) and Dropbox
- Meticulous attention to detail
- Strong verbal and written communication skills

Location

Future Arts Centres is a UK-wide network, with members and activity taking place across the UK and online.

This role will be based in Newcastle – in an office or co-working space in central or east Newcastle, to be agreed.

Monthly team meetings take place in Leeds or London. Travel to other UK-based meetings will occasionally be required. All travel expenses will be covered in line with our travel policy.

Hours

16 hours per week, which can be worked over 2 or 3 days. We expect these days will be fixed, but at times and days to suit the employee.

The employee will be required to attend some Future Arts Centres meetings in person or online; a list of upcoming dates and times can be provided.

How to apply

If you would like to apply for the job, please send us your CV together with a letter of no more than two pages outlining why you are interested in the role and how your skills and experience would help you to undertake the duties outlined in the job description.

Please ensure your CV includes two referees, one of which should be your current or most recent employer.

Access Requirements

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

Applications can be submitted in alternative formats – video or audio files should be no longer than five minutes.

All applications should be sent to christine@futureartscentres.org.uk by 10am, Tuesday 7 May 2024.

Timescale

The deadline for applications is 10am on Tuesday 7 May 2024.

We will acknowledge safe receipt of your application by email.

We will be in touch with people selected for interview by Monday 13 May 2024. If we haven't been in touch by this date, it is likely that you have not been selected for interview. Please note that we don't contact unsuccessful applicants until the recruitment process is complete and have appointed a candidate.

Interviews will be held via Zoom on Tuesday 21 May 2024 – please let us know when you send your application if you would not be able to attend an interview on this date.

Unsuccessful applicants will be notified by Tuesday 28 May 2024.

Our ideal start date would be w/c 1 July 2024, but this can be flexed to suit the candidate.

Selection Process

Shortlisting

Once the application deadline has passed, all applications will be read by the Administrative Director and a long list read by the Co-Directors. Applications will be considered alongside the person specification, with those that demonstrate the best fit in terms of skills, experience and motivations for applying selected for interview.

Interviews

Interviews will be held on Tuesday 21 May 2024 on Zoom, unless other arrangements are required to meet your access requirements. You will be given details in advance, which may include a short task followed by an interview lasting 30-40 minutes.

All candidates will be asked the same set of questions. We will share information on the topics and areas of these questions in advance. You will be given the opportunity to ask questions during the interview, although please don't feel that you have to. The purpose of the interview is for us to get to know you, and vice versa so we always see it as a two-way process – it is an opportunity for you to decide whether this is the right role for you as well as for us to see whether you would be a good fit for the job.

Informing you of our decision

We will let candidates know the outcome of the process by email as soon after the interview as possible and by Tuesday 28 May 2024 at the latest.