



**EDINBURGH
SCULPTURE
WORKSHOP**

**DIRECTOR RECRUITMENT
JOB SPECIFICATION AND INFORMATION**

APPLICATION DEADLINE FRIDAY 6 JULY 2018

Director position: Information

Background

Edinburgh Sculpture Workshop (ESW) has grown from a small artist-run collective set up in 1986 to one of Scotland's leading visual arts organisations with world-class production facilities. Our artist-focussed ethos is as strong today as it was over 30 years ago.

Our vision is to provide the best environment in which to support artists as they build their careers, to contribute to the development of critical thinking and creative learning within contemporary sculpture, and to create outstanding experiences for audiences.

Housed in a purpose-built facility which opened in 2012, ESW plays a vital role in visual arts in Scotland - providing access to specialist production facilities, supporting artists' research and opening up contemporary sculpture to a diverse audience through our learning programmes.

ESW is a membership organisation and plays an important role in the life of its surrounding community. Ensuring these voices are represented within the organisation is an essential aspect of the role. Partnership working on a local, national and international level is fundamental to our approach and developing and nurturing these is crucial to our success.

Director Role and Person Specification

We are seeking a leader who will continue to build on the successes of the organisation and who will work closely with the Board to set the vision for the future and maintain effective governance.

The successful candidate should have knowledge of the arts and cultural sector and will have experience of managing and developing a small team across different areas of operations. The Director supports the Programme Team in the development of the artistic programme, ensuring the Team has resources in place to deliver and develop the programme.

We are seeking a candidate who can demonstrate a track record of strong financial management, experience of setting and managing budgets and be able to point to success in developing and achieving fundraising and income targets. This is a key objective for the organisation over the next three years.

The Director will represent the organisation effectively in public and across different media to raise the organisation's profile and further the organisation's reputation on a national and international level as a centre of excellence for contemporary sculpture.



Exhibition opening for end of ESW - RSA Polish residency

Job Description and Key Competencies

We expect the successful candidate to demonstrate their experience in those areas defined as essential.

Essential

1. Financial Management and Growth

- demonstrate strong financial management of the organisation through maintaining a balanced budget
- achieve annual income targets and develop existing and new income streams, in particular achieving corporate income targets
- lead on the organisation's business planning process with the Board and staff, determining the effective use of resources to ensure long term sustainability
- manage financial reporting to Board, funders, statutory agencies

2. HR Management

- lead on all HR matters and staff development including recruitment, performance management and line management of staff
- oversee the efficient management of building operations
- lead on all legal contractual matters

3. Fundraising

- lead on fundraising strategy and on securing funding for revenue, programme and capital requirements
- manage key funder and donor relationships including Creative Scotland and City of Edinburgh Council and preparing annual reports to funders and donors
- develop ESW's sponsorship strategy

4. Governance and Reporting

- attend quarterly Board meetings and prepare and present Board reports
- attend all Committee meetings (Finance and Governance, Remunerations, Operations and Marketing) and prepare and present reports for these
- manage statutory reporting on behalf of the organisation
- manage the risk register and performance reporting

5. Partnerships

- continue to nurture existing partnerships with key stakeholders including the University of Edinburgh, Edinburgh College and the National Network of Production Facilities
- identify new local, national and international partners to support the development of the programme

6. Marketing

- manage the organisation's marketing and communications strategy

7. Policy Development and Implementation

- ensure all staff and users operate in accordance with the organisation's Health and Safety, Environmental and Equalities, Diversity & Inclusiveness policies and all other organisational practices, policies and procedures
- update policies and manage consultation to inform policy development and review

8. Other

- IT literate
- excellent networking and communication skills
- a Degree or experience in a relevant area

Desirable

1. Governance and Reporting

- Knowledge of legal responsibilities of charitable organisations

2. Policy Development and Implementation

- Experience of leading sectoral and public consultation and managing evaluation to shape strategic planning

3. Other

- Minimum of five years' experience of management within an arts organisation and/ or arts venue



Conditions

This is a full-time post.

The salary is £36,395.

Edinburgh Sculpture Workshop offers a workplace pension scheme based on statutory contributions.

Holiday allowance is 35 days per annum including public holidays.

Evening and weekend work is required as is some travel.

How to Apply

Please **submit a CV and covering letter** demonstrating your suitability for the role and how you meet the skills and experience required to office@edinburghsculpture.org. This should be marked for the attention of The Chair.

The closing deadline for applications is: 6pm Friday 6th July 2018.

Interviews will be held the week of 16th July 2018.

For any enquiries relating to the role, please contact: office@edinburghsculpture.org.

Data Protection

All information provided will be treated with the strictest confidence and will be held for recruitment purposes only. Equalities information is held for statistical purposes only and does not form part of the selection process.

Commitment to Equalities and Diversity

Edinburgh Sculpture Workshop is an equal opportunities employer and is committed to increasing diversity within our staff team, programme and our audiences.



Edinburgh Sculpture Workshop

Edinburgh Sculpture Workshop: Information

What is Edinburgh Sculpture Workshop?

Edinburgh Sculpture Workshop is a specialist space where artists can learn, develop and produce art.

It is made up of 26 artist studios, 2 project spaces and 4 specialist workspaces including wood, metal and mixed-media workspaces and a foundry. There is also a courtyard, exhibition spaces, residency apartments and a public café.

Our building was opened in 2012 and is a large, purpose-built £6.6M development based in Newhaven, Edinburgh.

Who does Edinburgh Sculpture Workshop make a difference to?

Professional Artists: supported through subsidised studios, specialist workspaces and equipment, international residencies and exchanges, events and exhibitions, employment, tutoring, mentoring and our research programme.

Public: courses: workshops, events, talks and exhibitions are open to the public throughout the year.

Pupils: a dedicated learning programme supports primary 5 pupils from 2 local schools.

Patrons: a member base who have the opportunity to access specialist workspaces and machinery and which forms a professional network and community of practice.



How is Edinburgh Sculpture Workshop Funded?

Edinburgh Sculpture Workshop receives funding from Creative Scotland and is a Regularly Funded Organisation for the period April 2018 to March 2021. We also receive annual funding from City of Edinburgh Council. Both funders are key stakeholders in the organisation.

We raise funds from trusts and foundations to support our running costs and programme and generate income mainly through space rental, specialist services and learning activities.

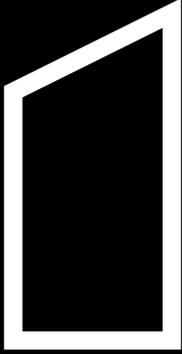
How and when did Edinburgh Sculpture Workshop start?

Edinburgh Sculpture Workshop was set up in 1986 by a group of graduates from Edinburgh College of Art's Sculpture School and was an artist-led organisation until 2003 when a new management structure was put in place.

The organisation was first located in WASPS, Albion Road. We moved to Newhaven where we remained in an old railway shed for over 20 years before creating a new £6.6M purpose-built facility on our site. This provides inspiring spaces for research, production and learning as well as public spaces for exhibition, meetings and talks.

For more information visit edinburghsculpture.org





EDINBURGH SCULPTURE WORKSHOP

EDINBURGHSCULPTURE.ORG

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Edinburgh Sculpture Workshop is a registered Scottish
Charity No: SC002404 and a company limited by guarantee
Registered Company no: SC123174.

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THE CITY OF EDINBURGH COUNCIL



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