



arts depot

**Application Pack**

**Head of Programming  
and Participation**



## Introduction

Thank you for your interest in the Head of Programming and Participation role at artsdepot. Before you complete your application, please read the information included here carefully. These notes are intended to help you make the most of your application.

artsdepot strives to be an equal opportunities employer. We are committed to having a workforce that is representative of the community it serves at all levels of the organisation. We therefore welcome applications from all backgrounds and all sections of the community.

We look forward to receiving your application.

## About artsdepot

artsdepot's vision is to be a creative home for everyone. Our mission is to reach all families in Barnet by 2027 and we do this through focusing on artsdepot as a destination, as a sector leader and our work across the borough. The Programme and Participation Department plays a key role in ensuring we fulfil our mission and vision.

artsdepot is a leading multi art form venue and cultural hub in North London. Our venue includes a 395 seat main theatre, 151 seat studio theatre, gallery, Creation Space, dance, drama and art studios, café and bar and other public spaces.

Every year, we welcome over 162,000 people to watch, learn or be inspired by our programme of shows and events.

We are host to undergraduate performing arts college London Studio Centre, who have a suite of studios and facilities both on and adjacent to our site.



## Our Values

- Inclusive - We reflect and actively speak to and involve our communities to make us accessible to the people of Barnet and beyond
- Creative – We value everyone’s creative contribution on their own terms
- Environmentally Aware – We are working towards environmental sustainability and actively consider the environmental impact we have and seek to reduce it
- Resilient – We face challenges with the flexibility to adapt to new situations
- Collaborative – We listen, share and reflect, and try to help when we can
- Respectful – We treat each other with respect
- Accountable - We recognise our mistakes, learn and take responsibility for how our actions impact others
- Uplifting – We facilitate and share uplifting experiences for staff and communities



## **Programming and Participation Department**

The Programming and Participation team is responsible for the delivery and co-creation of creative learning, participation and community events at artsdepot. We programme the theatres, gallery space, festivals and artsdepot classes. We work to integrate our artist development network and artist residencies into our work, and administrate the Barnet and Culture for Youth network.

We work closely with the Marketing, Events/Hires, Technical and Visitor Services teams to ensure that all of our activities can be enjoyed by the widest range of people possible.

### **This opportunity**

This role is a brilliant opportunity to work across art forms and with a broad range of people and communities to make artsdepot a creative home for everyone. Working with the CEO to deliver the artistic vision, and leading the participation team, the ideal candidate will be hardworking, proactive and passionate about engaging people in the arts. We are a forward thinking and agile organisation with a small but committed, driven and enthusiastic team. This role is a great opportunity for someone who shares our dedication to making high quality arts experiences accessible to all.

### **Working at artsdepot**

The Head of Programming and Participation will usually be based in our office in the artsdepot building on Level 2. It is a shared space of three connected offices, accessible through a set of stairs or a lift. artsdepot is accessible for wheelchair users throughout the building. There are accessible toilets. The nearest wheelchair-accessible underground station is Woodside Park, 0.7 miles from artsdepot. There are 10 disabled parking bays in the Aldi carpark below artsdepot, connected to the venue through a lift. Because of our programme and a resident dance college, the space can be busy and noisy at times. Guide dogs and assistance dogs are welcome. artsdepot is a Disability Confident Employer.

The role includes using a computer and communicating via phone and video calls, email, the office management app Teams and in person. It involves regular meetings. artsdepot usually has over 100 permanent and casual staff.

## How to Apply

Please make sure you have read fully the Job Description (including person specification) within this pack and the accompanying information. The principal responsibilities of the post are listed. This is not an exhaustive list, but the job description gives an idea of the purpose and scope of the role.

To apply please submit a covering letter (up to two sides of A4) and curriculum vitae (CV) and our equal opportunities monitoring form.

In the covering letter, you have the opportunity to outline your suitability for the post by telling us about your interests, experience and skills that relate to the role and person specification. The skills and personal qualities listed are required for the effective performance of the post; you can demonstrate your suitability through workplace, voluntary work or alternative experience.

## Outlining your suitability for the post

How you outline your suitability for this role in your covering letter (up to two sides of A4) determines whether or not you are shortlisted and invited for interview. It is helpful if you go through the person specification and tell us exactly how you meet it.

Please email your cover letter, CV and Equal Opportunities Form to **recruitment@artsdepot.co.uk**. You are welcome to submit your application in a different format if you would prefer (video, audio recording), please email it to **recruitment@artsdepot.co.uk**.

Applications will close at **12pm on Monday 25 November 2024**.

Successful shortlisted applicants will be invited to an interview during the week commencing Monday 2 December 2024. Interviews will take place at artsdepot, 5 Nether Street, Tally Ho Corner, North Finchley, N12 0GA.

If you would like support with access requirements please contact Zoe by email at **recruitment@artsdepot.co.uk** or call 020 8369 5454. If you would like to have an informal chat about the role, please contact Louisa Bartlett-Pestell at **louisa.bartlett-pestell@artsdepot.co.uk**

## The Shortlisting and Interview Process

Shortlisting is carried out purely on the information contained in the cover letter and CV. Candidates are assessed anonymously against the attributes of the person specification, and if these are not met, or if there is insufficient detail to make a judgement, the application is rejected.

All candidates shortlisted for interview will be sent the interview questions approximately 24 hours in advance.

## Equal Opportunities Commitment and Monitoring

artsdepot is committed to encouraging diversity and eliminating discrimination. Our aim is that our workforce will be truly representative of all sections of society and that each individual feels respected and able to give their best.

As part of our commitment to developing our workforce to be reflective of our communities we are particularly encouraging of applications from individuals who are ethnically diverse, disabled, LGBTQI and from lower socio-economic backgrounds. artsdepot is a Disability Confident Employer.

Please enclose the completed monitoring questionnaire with your application. When the applications are received, the EO questionnaires are removed before any decision on shortlisting is made.



## Job Description

### Head of Programming and Participation

**Purpose of Post:** This position leads on programming work across all artforms that is loved by audiences, artists and communities and works with the Creative Producer/Programmer to programme family work. It leads the participation team to deliver creative learning and participation work across Barnet and at artsdepot that develops our role as a sector leader. Working with the CEO and Artist Development/Producer they will build artsdepot's reach, networks and ambitions for the future.

**Reports to:** Chief Executive

**Member of:** Senior Leadership Team

**Management of:** Creative Producer/Programmer (Communities); Creative Producer – Education; Creative Producer (Beyond Our Walls); Freelancers

**Works with:** Artist Development/Producer (Freelance), Head of Marketing, Development Director, Head of Finance, Head of Operations, Creative Team Co-ordinator

#### Principal Responsibilities:

##### Artistic Programming

- Programme three well-balanced and diverse seasons a year (Jan – Easter/ Easter-July / Sep – Dec) meeting essential income and audience development targets in line with the strategic business plan working with the Creative Producer/Programmer (Communities).
- Lead on developing artsdepot's digital creative content both building based and online and digital cultural learning.
- Develop and maintain a broad range of partnerships, utilising networks and contacts to fulfil the role.
- Apply a broad knowledge of theatre, dance, circus, music, visual arts, comedy, opera, spoken word and family work suitable for the small to middle scale to create the programme.
- Oversee the programming and producing of key events, such as Big Draw, Fun Palaces and National Theatre Connections Festival.
- Attend performances, events and festivals to make critical assessments for programming consideration and maintain a strong awareness of current trends and emerging talent.

## **Creative Learning and Participation**

- Work with the Chief Executive and Development & Marketing team, to expand the breadth and depth of artsdepot's engagement projects and deepen our community engagement activities, reflecting our social agenda objectives as an arts centre deeply rooted in its community.
- Oversee a large, diverse and dynamic participation programme including festivals, classes and courses, targeted work and community engagement projects both in and beyond the venue.
- Line manage the designated safeguarding leads and act as designated safeguarding lead where appropriate.
- Oversee community engagement in our work to ensure we are co-creating programmes with our local communities.
- Embed evaluation practices into our work, ensuring we have meaningful data and case studies to demonstrate the value of our work.
- Ensure artistic quality drives our work, delivering impactful programmes that reflect artsdepot's integrity and creativity.

## **Artist Development**

- Ensure artistic quality drives our work, delivering impactful programmes that reflect artsdepot's integrity and creativity.
- Work with the CEO and Artist Development/Producer to identify artistic residencies and other potential artistic partners in further collaboration, supporting production weeks and developing commissions.

## **Strategic objectives**

- Work closely with the Chief Executive to deliver the Business plan, artistic vision and strategic objectives of the organisation.
- Engage with Board members, attend Board meetings, and produce Board reports/presentations.
- Work closely with the Development Director in creating funding proposals and evaluating outcomes and data in support of artistic, participation and engagement activities.



## **Management**

- Effective team management and development of the three Creative Producers and additional project and administrative personnel.
- Effectively manage and monitor the department budget and lead on contract and financial negotiations for all artistic and participation activities.
- Contribute and provide information for reporting purposes to funders

## **Communication**

- Communicate the vision of artsdepot to the wider community and actively engage and develop new audiences, participants and users.
- Ensure excellent communication with the Events Team and Visitor Services Team to ensure the varied and optimal use of all spaces across the venue are delivered to the best possible ability.
- Work closely with the Head of Marketing & Communications to support audience development and optimum audience capacities.
- Work closely with the Technical Manager to ensure that visiting artists and companies receive the highest professional standard of care. Equal Opportunities and Safeguarding.
- Ensure all staff and practitioners work within artsdepot's safeguarding policies.
- Ensure the intentions and requirements of artsdepot's Equality, Diversity and Inclusion policy and Inclusion Plan are applied.

In addition, to undertake any other duty or responsibility that may reasonably be allocated by the Chief Executive or the Board. It is a requirement of the Trust that all staff work in a flexible manner compatible with their jobs and in line with the objectives the Trust must fulfil. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the department and the organisation.

## Personal Specification

### Essential:

- Demonstrable and proven track record of programming in a similar / complimentary environment.
- Proven strategic leadership and management experience.
- Experience of safeguarding procedures.
- Demonstrable experience in developing and delivering creative learning and community participation projects.
- Excellent negotiation skills.
- Excellent project and time management skills with the ability to prioritise and deliver to a deadline.
- Ability to set and work within a budget and oversee other members of the team's budget responsibilities.
- Demonstrable knowledge and engagement with appropriate networks and contacts.
- Ability to work well in a team.
- Diplomatic and compassionate nature complimentary to the environment this role sits within.
- Demonstrable understanding of and commitment to Equality and Diversity.
- Passionate about live performance and the role of arts centres.
- Excellent written and verbal communication skills in English.
- Fully computer literate and financially numerate.
- Willingness to work flexibly and be available for some evening and weekend work.

### Desirable:

- Knowledge of digital art and trends in digital work including use of AI.
- Experience in fundraising.
- Experience of using Artifax Venue Management and Spektrix Box Office.
- Experience of producing in a similar/complimentary environment.

## Conditions of Service

- Salary is £45,000 per annum.
- Working week is 37.5 hours.
- Core hours are Monday – Friday, 10am - 4pm
- This post will include out of office hours duties, such as evening meetings and events. These are considered to be part of your core commitment to artsdepot.
- Please note that a substantial amount of travel is expected from the post holder, requiring the use of your own vehicle or public transport.
- artsdepot operates an expenses system allowing travel and other appropriate expenses, within reason, to be claimed back on a monthly basis.
- There will be no overtime payments, but time off in lieu of significant extra working hours may be taken with prior agreement of your line manager.
- You will be able to take 25 days annual leave excluding statutory public holidays.
- You will be expected to actively participate in the implementation of artsdepot's policies with regard to equal opportunities, safeguarding and health and safety.
- The job description outlines the duties required of this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time. This will not change the general character of the job or the level of responsibility outlined. Detailed terms and conditions will be outlined in the Employee Handbook.



Photos are from artsdepot activities between 2018 and 2020 including: **TogetherFest** and **The Storytelling Igloo**, and performances including: **Ready Steady Lift Off** by A Line Art, **8 Minutes** by Alexander Whitley Dance Company, Bromance by Barely Methodical Troupe and **All Wrapped Up** by Oily Cart.

Photography by **Katie Burse, Suzi Corker, Becky Dann, Johan Persson, Andrew Twesigye**