ROLE Creative Director (PT 0.8)

MAIN LOCATION Main base at Phakama’s offices located at Queen Mary, University of London, Mile End Road, London E1 4NS, United Kingdom, but may be required to work from other locations from time to time

RESPONSIBLE TO Board of Trustees

WORKING ALONGSIDE Creative Producer

RESPONSIBLE FOR Freelancers as required

CONTRACT permanent, part-time (4 days per week)

ANTICIPATED HOURS 32 hours per week. Office hours have historically been Monday-Thursday 9.30am – 5.30pm including an hour unpaid lunch break, but working days are negotiable and flexible. This role is part time as we understand the importance of our team also continuing in their own artistic practice.

SALARY £35,000 Pro rata

HOLIDAY 25 days (exclusive of bank holidays) per annum pro rata

ABOUT US
Phakama is an Arts Council National Portfolio Organisation with collaboration at its heart. Phakama is a small yet highly ambitious organisation that achieves significant impact with limited resources. We find the space and time for people to collaborate and creatively share their experiences through daring performances that transcends age experience and cultures.

Phakama truly achieves what many arts organisations say they do. It changes lives. Its work has a genuine, powerful and profound impact on those people it touches.”

Our flagship project with young people, Rise UP, has been running for five years. This project happens annually and allows young people to meet together for an intensive week, learning from each other’s experiences and stories, culminating in a public sharing. With our ongoing project Talking Books Phakama’s artists also work with nursery children, helping them to start story-telling and harnessing their imaginations from a young age. Each year we award and support a number of artist bursary schemes. These schemes allow us to engage with artists across the country and support projects from theatre productions, to art installations to photography exhibitions and more. Phakama also has an ongoing refugee project which is a partnership with organisations in Paris and Athens and has seen members of our board and youth board visit Paris and run workshops with refugees there.
As a non-hierarchical organisation, Phakama operates on the belief that everyone has something valuable to give and gain. One of the most important aspects of Phakama is our active and inspiring youth board. Our youth board are consulted in all decision making within the organisation and truly shape the work of Phakama.

Phakama is pleased to have been ranked in the top 5% for performance in the Creative Case for Diversity amongst the Arts Councils National Portfolio Organisations.

Our Vision: To empower people to be the fullest version of themselves, where participation in, rather than mastery of, the world is celebrated.

Our Mission:
- To create daring performance in unusual spaces, which celebrate the art of existence and creates shared spaces where the seemingly impossible becomes possible;
- To unite communities through a process of Give and Gain, which is trail-blazing, non-hierarchical and life-affirming.
- To bring together young people and diverse communities, who otherwise would not have had the opportunity to connect, and provide a platform from which to express, grow and perform.

ABOUT THE ROLE
The Creative Director role works in tandem with the Creative Producer in order to deliver the artistic aims of the organisation as well as ensuring the financial viability of the organisation.

Artistically this role has a focus on projects with adults and leads on these. This role has a focus on fundraising and is responsible for funding applications and funder relationships.

The successful candidate would be expected to approach this position with an open and pro-active attitude, managing multiple projects and tasks simultaneously. This is a hugely exciting opportunity to work alongside the Creative Producer to take Phakama into the next phase of its development, harnessing its potential, expanding its reach, securing long term funding including working towards the 2022-2026 Arts Council National Portfolio funding application.

KEY RESPONSIBILITIES:

Artistic
- To co-lead with the Creative Producer on the artistic direction of Phakama, ensuring that Phakama continues to produce work in line with its’ mission statement and working methodology (Give & Gain).
- Work with the Creative Producer to continue to develop a vibrant and involved network of exciting artists to create and deliver participatory arts with and for hard to reach people in London.
- To facilitate workshops and training with peers, artists and young people.
- To establish links with local, national and international youth organisations, community centres and participatory arts organisations.
- Lead on the support of Creative Associates, Adult Artist bursary candidates and projects, including booking spaces, research, sourcing materials; facilitating, documenting and evaluating.
- To set-up rooms for workshops as required and be responsible for gathering participant information, photo consent forms, registers, contact details
- To assist in the recruitment of participants and maintaining participant relationships in relation to project information.
- Undertake background research for projects.
Funding
- To lead on identifying potential funding streams and strategies and lead on funding applications for core and project funding.
- To lead on the 2022-2026 Arts Council England National Portfolio Organisation application, alongside the Creative Producer, re-affirming and deepening the long standing relationship with ACE.
- Balance the participatory ethos of Phakama with the changing funding climate for arts funding in the UK.
- Develop and maintain positive and productive relations with stakeholders and supporters with particular focus on Phakama’s academic partner (Queen Mary University).
- Day to day liaising with funders as needed

Operational
- To contribute to the smooth running of the organisation by setting up, maintaining and improving administrative systems and processes including financial, filing and archiving systems.
- To write and circulate the minutes of meetings.
- To create and maintain data and information systems for the organisation (e.g. mailing lists, databases).
- Alongside the Creative Producer, strengthen communication, participation and knowledge exchange between the Youth Board and the Board of Trustees.
- To act as the first point of contact for the organisation and to provide and follow-up requests for information, responding to routine enquiries or redirecting them as appropriate.
- To ensure adherence to the company’s policies and procedures with particular reference to Child Protection, Equal Opportunities and Health and Safety.

This job description is subject to regular review and appropriate modification.

Person Specification:

Essential:
- An affiliation and passion for Phakama’s Vision and Mission and a desire to grow the organisation and its reach.
- A proven ability to work across multiple artistic practices and projects.
- Extensive project management experience and a proven track record of developing and delivering programmes on time, on budget.
- A flexible and dynamic approach in creating opportunities for strategic development of both the organisation, artists, and participants.
- Demonstrable experience of working with marginalised groups within the UK.
- Proven track record in securing funding from trusts and foundations.
- Experience of developing and delivering projects in line with funding objectives.
- Excellent leadership and people management skills, with the ability to communicate with a wide range of people.
- Proven track record of developing and sustaining working partnerships with other organisations, artists and communities.
- Excellent written and presentational skills

Desirable:
- An existing relationship with and understanding of Arts Council England’s fundraising applications and reporting practices.
• Experience of working with young people and community groups.

HOW TO APPLY
In order to apply for this position please submit a CV, a Covering Letter and a completed Equal Opportunities Monitoring Form to recruitment@projectphakama.org. Your Covering Letter should be no more than 2 sides of A4 and you should use this Job Description to demonstrate how you are suitable for this position.

Closing Date: 10am on Tuesday 19th May 2020
1st Interviews: week commencing 25th May 2020
2nd Interviews: TBC
Start Date: to be discussed with the successful candidate

Phakama is an equal opportunities employer and our recruitment process is open to all. Our ambition is to achieve greater diversity so that our organisation better reflects the city and country in which we live.