

Creative Development Manager

Grade 9: £35,440 - £39,686 (SCP 37-41)
Plus Benefits

Newport Live is a not-for-profit organisation and registered charity delivering theatre, arts, sports, leisure community and cultural services within the City of Newport across venues and the wider community. Newport Live operates The Riverfront Theatre & Arts Centre, one of the leading arts venues in South Wales.

The Creative Development Manager is a key role with Newport Live and The Riverfront and demands a creative and candidate with the ability to lead a team and deliver high quality work. The role works with the Head of Theatre, Arts and Culture in the development and delivery of an arts and artists development programme maximising the potential of the theatre and seeking to engage with all communities across the region.

The role includes creative development and delivery of high-profile events for Newport Live with a specific focus on the annual pantomime and the summer festival. The role will also manage the Arts Development Team colleagues and will oversee the delivery of broad engagement, participation and artist development programmes.

The role requires excellent organisational, planning and communication skills to exceptional standards and an ability to manage and prioritise a number of projects and tasks. As part of the management team within The Riverfront you will be responsible for the effective management of the creative support section and any recruitment, training and development needs of your team.

Application Process

You can download an application form and job description via the Newport Live website www.newportlive.co.uk alternatively they are available via e-mail request from jobs@newportlive.co.uk.

For an informal discussion regarding the post you can contact Newport Live's Head of Theatre, Arts & Culture Gemma Durham via gemma.durham@newportlive.co.uk

Please return the completed application forms to jobs@newportlive.co.uk

Closing date for applications:

Friday 16 September 2022

Interviews scheduled week commencing:

Monday 19 September 2022

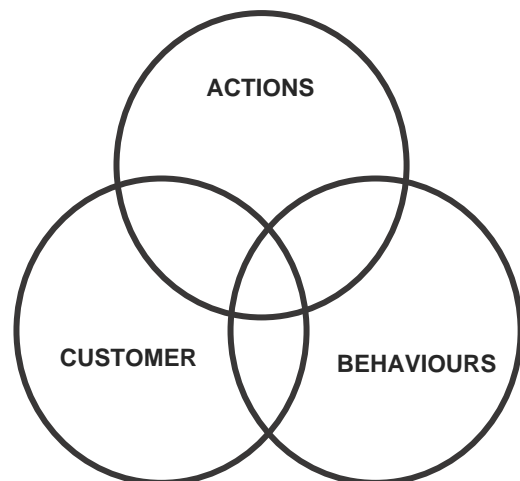
JOB DESCRIPTION

POST:	Creative Development Manager
JOB PURPOSE:	The Creative Development Manager is a key role with Newport Live and The Riverfront and demands a creative candidate with the ability to lead a team and deliver high quality work. The role works with the Head of Theatre, Arts and Culture in the growth and delivery of an arts and artists development programme maximising the potential of the theatre and seeking to engage with all communities across the region.
RESPONSIBLE TO:	Head of Theatre, Arts & Culture
SALARY:	Grade 9: £35,440 - £39,686 (SCP 37-41)
KEY RELATIONSHIPS:	Colleagues across Newport Live, Artists, Performers, Producers, Presenters, Promoters
BASE LOCATION:	The Riverfront Theatre & Arts Centre
MANAGEMENT RESPONSIBILITY:	Community Arts Development Officer, Education and Participation Officer, Freelance Creative Practitioners

I will be successful in my role when:

- All of my key operational responsibilities are consistently delivered to a high standard.
- I achieve all key performance indicators specific to my role.
- I role model the behavioural values of Newport Live through my performance.
- I work collaboratively across departments and service areas to deliver exceptional customer service to Newport Live's customers.
- Through my performance and passion, I inspire people to be happier and healthier

HOW MY PERFORMANCE IS MEASURED



DISCLOSURE AND BARRING:

This post may result in you having contact with children, the elderly, sick or disabled. Newport Live, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those this would normally be regarded

as spent. You must complete the relevant section on the application form, applications will be returned if this section is incomplete. If successful in your application, you will subject to a Disclosure and barring check.

KEY RESPONSIBILITIES:

1. To work with the Arts Development team and Head of Theatre, Arts and Culture to create and deliver a strategic programme of arts development activities that supports the strategic objectives of Newport Live, both at The Riverfront but also at venues and locations across the city.
2. To support the Head of Theatre, Arts and Culture in the development and delivery of an annual artists' development programme within agreed timescales and resource including the Associate Artist's programme.
3. To develop and produce co-productions and other partnerships that deliver the artist and audience development objectives of Newport Live.
4. To develop links between creative development programmes and the wider Riverfront programme of performances, films, workshops and events working with other team members and programming partners to ensure smooth information flow and successful integration of content within Newport Live's programme of activities.
5. To initiate and grow partnerships and pathways with local communities, groups, education providers and other organisations that create and promote opportunities for arts projects that link to our strategic objectives.
6. To develop inclusive and accessible activities and strategies that increase access, diversity and inclusivity within the arts.
7. To manage the Arts Development Team through day-to-day operation, performance support and personal development, as well as other colleagues including freelance and casual members of staff to support the delivery of creative activity.
8. To produce The Riverfront's annual pantomime and ensure that a professional, high-quality production is prepared, rehearsed and performed within agreed budgets and expenditure. Including working with the Head of Theatre, Arts and Culture to decide titles, identify a suitable creative team, oversee script development and the commissioning of musical arrangements in consultation with the creative team.
9. To manage casting of the pantomime and oversee the selection and management of a juvenile ensemble ensuring compliance with Newport Live's Safeguarding Policy. To oversee management of the contracted company of actors and musicians throughout the rehearsal and production period.
10. To work with Newport Live production, technical and operational staff to ensure Health and Safety compliance with all aspects of the pantomime's physical production.

11. To manage production of Newport Live's annual outdoor arts festival, identifying and curating a mixed programme of professional street theatre and outdoor art, negotiating and contracting creative partners for the festival.
12. To work with Newport Live production, technical and operational staff and external programming partners and agencies to ensure smooth delivery and scheduling of the annual festival and other outdoor events as required.
13. To oversee all aspects of the operational requirements and demands of an outdoor arts festival with a particular focus on audience and artist safety and compliance with Health and Safety standards. To ensure the festival is delivered within the agreed budgets.
14. To represent Newport Live at sector-based events and committees, deputising for the Head of Theatre, Arts and Culture as appropriate.
15. To oversee the development of accessible schools, education and community arts programmes with the Arts Development team.
16. To keep abreast of current trends and best practice by seeing examples of work and proactively developing creative networks, continuously improving sector knowledge.
17. To set and control Creative Development budgets in consultation with the Head of Theatre, Arts and Culture and Director of Finance.
18. To proactively support the Head of Theatre, Arts and Culture with identifying and securing funding to support the existing budget for the annual festival and the delivery of other annual cultural activities.
19. To make a proactive contribution to the artistic programme at team planning events across a range of art forms.
20. To work with Newport Live staff and Performance and Strategy manager to ensure safeguarding compliance for our arts programmes, pantomime and summer festival.
21. To maintain safety and security protocols and ensure compliance with operational standards, company policies and legislation.
22. To be an ambassador for the Newport Live, representing the organisation in dealings with all internal and external stakeholders; managing the collective expectations, queries and objections of Newport Live colleagues and leading relevant business meetings where necessary.

You will be expected to work within the policies, ethos and aims of Newport Live and to carry out such other duties as may reasonably be assigned by the Chief Executive of Newport Live. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. The post holder will work to deliver agreed performance objectives; these will be reviewed on a regular and formal basis through Newport Live performance management processes.

CREATIVE DEVELOPMENT MANAGER – PERSON SPECIFICATION

Area	Essential	Desirable
Education, Training & Qualifications	1.0 Educated to degree level or relevant experience in a producing, co-producing or development role (A)	1.1 Relevant Degree / Educational Qualification or suitable experience (A)
Knowledge, Skills & Competencies	<p>2.0 A broad knowledge and understanding of contemporary performance and the UK theatre scene, particularly in Wales. (I)</p> <p>2.1 Project management skills (I)</p> <p>2.2 Ability to work creatively and concisely to tight deadlines with attention to detail (A/I)</p> <p>2.3 Skilled at setting and monitoring budgets, income and expenditure (A/I)</p> <p>2.4 Understanding of artist commissioning, development and liaison (A/I)</p> <p>2.5 Leadership and management skills to manage and inspire teams to deliver excellent performance and customer services. (A, I)</p> <p>2.6 Ability to set priorities and manage the progress of your own and your team's workload (A, I)</p> <p>2.7 Ability to recruit, manage and develop staff (A, I)</p>	<p>2.8 A detailed knowledge of the UK outdoor arts scene(A/I)</p> <p>2.9 Ability to communicate in Welsh (I)</p> <p>2.10 Confidence in the use of digital technology (I)</p> <p>2.11 Knowledge of working safeguarding and safe working with young people (A/I)</p>
Experience	<p>3.0 A minimum of 2 to 3 years' producing experience (A/I)</p> <p>3.1 Experience of working with a range of artists and practitioners (A/I)</p>	<p>3.11 Experience of producing events at mid-scale level (300 –600 seat capacity venues) (I)</p> <p>3.12 Experience of curating and delivering street theatre and outdoor festival events (A /I)</p>

	<p>3.2 Experience and ability to manage multiple simultaneous project concepts to implementation (A/I)</p> <p>3.3 Experience of curating work (I)</p> <p>3.4 Experience in managing the audition process, negotiating with agents and issuing contracts to industry standard (I)</p> <p>3.5 A minimum of 3 years' relevant event management experience (A)</p> <p>3.6 Demonstrable experience of developing new artistic partnerships and working with a range of partners (A/I)</p> <p>3.7 A successful track record in working and building relationships with community groups and education providers. (I)</p> <p>3.8 A successful track record in fundraising from trusts and foundations (A/I)</p> <p>3.9 Experience of managing a team (A/I)</p> <p>3.10 Experience of delivering activity with a focus on improving diversity and inclusion. (I)</p>	
<p>Personal Attributes</p>	<p>4.0 To be naturally creative and imaginative (I)</p> <p>4.1 An effective leader of people with excellent communication and inter personnel skills. (A, I)</p> <p>4.2 Excellent planning and organisational skills with a demonstrable ability to manage multiple deadlines and projects (A/I)</p> <p>4.3 Intrinsically motivated and driven to achieve excellence. (I)</p> <p>4.4 Ability to think and work strategically (A/I)</p> <p>4.5 Excellent problem-solving skills(I)</p>	

	<p>4.6 Commitment to access and engagement by the widest possible range of communities (I)</p> <p>4.7 Ability to travel widely throughout Newport and across the UK(A)</p>	
Other	<p>5.0 Demonstrate a clear understanding of equality of opportunity and diversity (A/I)</p> <p>5.1 Able to work regular evenings, weekends and bank holidays. (A)</p> <p>5.2 Be able to work flexibly to meet the needs of the service. (A)</p>	5.3 Full Current Driving Licence. (A)

A: Application form (including shortlisting)

C: Certificate

E: Exercise

I: Interview

P: Presentation

T: Test

AC: Assessment Centre

Candidates must demonstrate in their application that they meet **all essential** shortlisting requirements to be considered for an interview with Newport Live.
