

UP

PROJECTS

DEPUTY DIRECTOR - Job Description Part time (4 days per week)

UP Projects Background

UP Projects commissions contemporary art for public places; engaging citizens of London, the UK and across the globe. We support artists to make work that has social relevance, encourages learning and enriches the public sphere. We believe in working collaboratively with others to do this.

Commissioning **artists**

Encouraging **learning**

Collaborating with **communities**

Rethinking **public Space**

We are guided by our **core values**:

LEARNING

Learning is integral to all that we do: we create learning opportunities for others, and place the highest value on learning from our own work, as well as the work of others

OPENNESS

We are open to collaboration, and to making our work as accessible as possible to people: conceptually, physically, geographically, considering disability and barriers to access

INNOVATION

Providing an experimental platform for commissioning that challenges convention, contradicts working processes, supports risk taking and tests new ideas

RELEVANCE

We are responsive to contemporary life and the diversity of the UK today. We consider social, political, geographical, historical and environmental contexts to create work that has relevance to the places and communities that we work within

We run a programme of artist projects and commissions outside traditional gallery spaces as well as delivering cultural strategies, commissions and events with a range of partners.

UP Projects was established in 2002 by Emma Underhill (Director) and operates from a shared office in Shoreditch, London. UP Projects is a registered charity and governed by a Board of Trustees.

www.upprojects.com

Job Description

UP Projects is seeking an innovative and inspirational individual, that will bring experience, creativity and an entrepreneurial approach to supporting the organisation to achieve its ambitious programme plans. This senior role will work in collaboration with the Founding Director, Board and staff to achieve a robust programme, resilient business model, increased organisation profile and thriving team. Together with the Director you will shape the organisation's programme as well as take leadership responsibility for individual projects. You will also deputise for the Director when required. The role will involve:

Strategic Development

- Developing and ensuring delivery of the organisation's Business Plan in collaboration with Director and Board
- Leading the curatorial programme in collaboration with Director
- Developing strategic partnerships with organisations and corporations to support the achievement of the organisation's business plan and programme plan
- Identify and cultivate opportunities for the organisation's profile development
- Ensuring UP Projects' programme continues to deliver projects that meet the organisation's targets and ambitions for public engagement, learning and participation

Deputising for the Director

- Providing leadership support to the team when Director is out of the office
- Representing the organisation at key sector events
- Deputising for the Director at programme related meetings, new business meetings or board sub-committee meetings when required
- Maintaining an overview of the organisation's income generation strategy, HR related issues and operational systems in order to deputise when needed.

Curation and project delivery

- Leading on commissioning, curating, managing and delivering strategic projects within UP Projects' portfolio including both self- initiated projects (by UP Projects) and projects for specific clients and partners
- Providing consultancy on behalf of UP Projects for project partners, including land owners and property developers
- Writing Artist Briefs
- Project Planning and Management
- Budget Management

Monitoring and evaluation

- Ensuring projects and events are well documented and recorded
- Monitoring participant involvement in accordance with the organisation's evaluation methodology and completing evaluation reports
- Ensuring UP Projects meets audience target figures for the projects you are responsible for, including for children and young people
- Reporting back to project funders, stakeholders and partners with regular updates and final reports.

Organisation development and income generation

- Supporting UP Projects' income generation strategy including writing text for funding bids, sponsorship proposals and new business tenders
- Leading and/or contributing to organisation development discussions and workshops including self-evaluation sessions
- Presenting at pitches and new business meetings

General Management

- Leading the organisation's Programme team (Commissions Curator, Artist Development Curator, Projects Producer)
- Line managing Commissions Curator and Artist Development Curator
- Generally promoting UP Projects' programme and services through networking
- Representing UP Projects at events (private views, networking events, symposia etc)
- Contributing to developing a collaborative style of working
- Awareness of UP Projects values and to work with artists partners and individuals in their spirit.
- Other tasks as agreed with the Director

Person Specification

- At least three years' experience in a senior programming role in a cultural organisation
- Excellent knowledge of contemporary art scene in London, UK and internationally
- Excellent sector network
- Leadership ability
- Experience of managing partnerships with clients and stakeholders
- Proven track record of developing and delivering permanent and temporary art projects in the public realm
- Experience of working with a range of clients and stakeholders
- Demonstrable experience in line management of team members
- Excellent organisational skills with the ability to prioritise, work under pressure and deliver targets within deadlines
- Strong budget management skills
- Strong project management skills
- Excellent communication skills
- Understanding of artist working process
- Hands on approach
- Flexibility
- Fluid understanding of contemporary art and its manifestation

Terms

- The Deputy Director will report to the Director and Board.
- The role is a four days per week permanent position
- Working days Monday – Thursday with occasional evening and weekend requirements
- Salary is £38-40,000 pro rata
- 25 days holiday per annum pro rata not including bank holidays
- Probationary period of 6 months
- Notice 2 months (1month during probationary period)

How to Apply

Applications should include:

- A comprehensive curriculum vitae.
- A covering letter that summarises your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification (no more than 2 sides of A4).
- Details of your latest salary, notice period and names of 2 referees, together with a brief statement of the capacity in which they have known you and an indication of when in the process they can be contacted (please note we will not contact your referees without your express permission).

Selection Process

Closing Date for applications is Monday 8th January 2018 at 9 am

Interviews will take place on Monday 15th January 2018 (tbc)

Please send your application by email to: Emma Underhill emma@upprojects.com