



The Arts Foundation

Director of The Arts Foundation - six-month fixed term contract

ADVERT

The Arts Foundation is one of the most important awards for artists, awarding five £10,000 fellowships every year across different artforms. Its previous winners reads like a who's who of the arts. The next awards will be online in January 2022 in the categories of **Animation**, **Music for Change**, and a participatory-focused award for **Theatre Makers**, as well as continuing with our trailblazing **Materials Innovation** and **Visual Arts** awards

The AF is looking for an energetic Interim Director with an initial fixed six-month fixed term contract at 3 days per week (£50,000 per annum pro rata), to deliver the 2022 awards and run the foundation.

For more information <https://artsfoundation.co.uk/>

Director of Arts Foundation – six-month fixed term contract JOB DESCRIPTION

Introduction

The Arts Foundation was set up by anonymous bequest in order to support UK-based artists from across the spectrum of the Arts. Since 1993 we have given nearly £2million to creatives. The annual Arts Foundation Futures Awards (AFFAs) gives out five £10,000 fellowships every year. These are awarded on the basis of past work and enable future development.

The contribution of the Arts Foundation awards to the arts in the UK is demonstrated by many of our fellows. To name just a few: Wayne McGregor (Choreographer, 1994); Sarah Kane (Playwriting, 1998); Ali Smith (Writer, 2001); Asif Kapadia (Film Directing, 2001); Rufus Norris (Theatre, 2002); Carol Morley (Film, 2003); Brothers Quay (Animation, 2004). For some, the award has given them the support and encouragement to pursue their practice full-time such as Lynette Yiadom-Boakye.

Changing categories allows us to keep highlighting innovative practices in both new and traditional art forms and shining a spotlight on practices that might be less well served by other awards at the time.

To identify the most talented and deserving artists resident in the UK, the Arts Foundation select professionals close to the art forms to feed into the process of nomination and judging. The winner gets £10,000, the other three shortlisted each receive £1,000.

AF is seeking an energetic Interim Director on a six-month contract to deliver the 2022 Arts

Foundation Futures Awards in January and manage the foundation while it reviews its future strategy. There is a possibility of extending this role beyond the initial six months. The Arts Foundation has no office, so the postholder will be expected to work from home, unless by agreement

Duties

Responsibility for all aspects of the business of the Art Foundation in accordance with its charitable aims and ambitions/objectives

Arts Foundation Future Awards

Management of the Arts Foundation Futures Award (AFFA) scheme following announcement of the 20 finalists, including producing the AFFAs 2021, an online awards ceremony taking place in January 2022. Liaising with nominators, judges, trustees, applicants and sponsors through the process. Role includes devising and managing the online content for the live event, invites to the event stakeholder management, fundraising, advocacy and promotion

Working with the board to identify 2023 awards, setting up nominators network for each artform and seeking outstanding nominators/judges in all disciplines through research and face to face meetings with leading artists, curators, educationalists, promoters.

Governance & Trustees' Meetings

Preparing and issuing agenda notes and other papers for Trustees' meetings, including information about future awards

Preparing and circulating draft Minutes of Trustees meetings

Drafting the Trustees' Annual Report for consideration by the Trustees

Maintaining contact with Trustees and dealing with their queries

Advising Trustees, as appropriate, of any obligations relating to the Trust Deed, the requirements of the Charity Commission and HMRC, or other matters relating to the conduct of the charity

Communicating with the Chairman and attending meetings as required.

Finance, Administration and Sponsorship

Producing statements of receipts and payments and annual budgets

Managing all necessary filing and record -keeping (digital and otherwise)

Receiving and reconciling bank statements

Providing the auditors with all the necessary papers to enable the preparation of the annual accounts in a timely manner

Paying any administrative expenses, and maintaining communication with investment managers, auditors and other advisers

Ensuring that the Trustees receive any updates and advice on the endowment investment policy and management as necessary.

Liaising with sponsors and supporters including the 2022 awards supported by the David Collins Foundation, The Maria Bjornson Memorial Trust, PRS Foundation.

Acknowledging and recording on-line and other donations

Communications

Manage part-time social media support

Profile raising of the AF through the AFFAs and its artists through effective publicity,

quarterly newsletters.

Understand marketing and the preparation of digital material including production of 2022 Awards brochure and the website including adding interesting and well written content, maintaining artists directory

Liaising with Ambassadors/Alumni

Acting as the main point of contact for phone, email and other enquiries

Skills and Experience

Essential

Arts charity experience

Extensive knowledge and strong interest in the arts

Strong administrative and people skills

Events management experience

Budgeting experience

Good writing skills

Commitment to equality, diversity and inclusion and experience of tackling under-representation in the arts

Preferable (or willingness to learn)

Wordpress

mailchimp

InDesign

The Arts Foundation is committed to championing equality, diversity and inclusion in the arts, so if you're a suitably qualified applicant we encourage your application whatever your age, disability, gender, gender identity, race, religion or belief, sexual orientation or socio-economic background.

To apply

Please send a CV and cover letter including why you are interested in the role and what makes you a good fit for the role to the Chairman, Howell James via email artsfoundationuk@gmail.com

Closing date for applications: Tuesday September 21st 2021