

Multistory Recruitment Pack Programme Manager



Community Lantern Procession, We are Wednesbury programme, 2022 © Phillip Parnell

Summary of Role

Position: Programme Manager

Contract: Permanent; 37 hours per week (5 days).

This is a permanent, PAYE role with some hybrid working from home.

The role will require working on evenings and weekends from time to time.

Salary: £30,000 to £32,000, depending on skills and experience.

Pension: Employer contribution of 4% of salary; employee contribution of 3% of salary.

Holiday: 25 days per annum (increasing in line with length of service), plus statutory public holidays.

Probation: 6 months.

Start Date: June / July 2023, depending on notice period.

Location: Multistory, 1st Floor, Town Hall, Lodge Road, West Bromwich, B70 8DY.

Please note: this application process is open to everyone; however, we will prioritise those who live in, or come from, Sandwell and the Black Country.

Multistory is committed to supporting equity, diversity and inclusion among our staff. We actively encourage applications from those with lived experience of inequality currently under-represented in the cultural sector and representative of the diverse communities of the region, including people from Black, Asian, and Global Majority backgrounds and people who identify as D/deaf, disabled, neuro-diverse or LGBTQ+.

We guarantee an interview to anyone who identifies as one or more of the above and who meets the requirements detailed in the job description and person specification.

About Multistory

Multistory is a community arts organisation and Arts Council England NPO. We have been based in the borough of Sandwell since 2006 and the people and place shape our work. We build meaningful connections between local communities and artists to produce creative projects that tell stories of everyday life. We believe in the power of art to reflect the times we live in and to bring people together. We work with a wide range of communities, creatives and partners to reimagine the local area, platform under-represented voices and inspire creativity and social change.

At Multistory, you will find a supportive and committed team who value the work we produce and the people we collaborate with.

Our mission is to produce high quality community-engaged art with local people, that encourages their creativity and participation in community life and is relevant to their experiences.

Our values are:

- **Creativity** – to encourage participation and expression.
- **Collaboration** – with communities, creatives and partners.
- **Accessibility** – to make art and creativity accessible to people that might not have access to it; to make our recruitment processes transparent and open.
- **Inclusivity** – of diverse perspectives / stories; at all levels of the organisation and its work.
- **Sustainability** – social, environmental; economic.

Our arts programme is built around the following themes.

People Heritage and Place / to work alongside people in Sandwell, creatives and partners to explore and celebrate local heritage and place.

Environment and Urban Greening / to engage local communities with creative responses to issues around the environment and to increase opportunities for people in Sandwell to improve the environmental quality of their neighbourhoods.

Developing Practice / to support and nurture local artistic practices and platform arts and creativity from the region.



Jaskirt Boora artist talk at Moseley Road Baths, 2022 © Ryley Morton

Summary of Current Programme

We are Wednesbury

Wednesbury is one of 68 towns taking part in Historic England's National High Street Heritage Action Zones which is a nationwide initiative designed to improve our historic high streets for the communities who use them. We are Wednesbury arts programme celebrates the town's community life; it invites its residents to share its histories and stories, and to collectively imagine possibilities for its future. 2023/24 will be the final year of a four-year cultural programme.

Green Roots

Between now and 2025, Multistory will work with artists and local communities to co-produce *Green Roots*, an artistic programme as part of the wider West Bromwich Town Improvement Plan. The Town Improvement Plan aims to animate the town centre with new green parks and places for meeting, and to nurture environmentally resilient communities.

Activities taking place across the programme will include; artist led workshops and interventions, exhibitions, community mapping exercises to document wildlife in the local area and record people's stories and relationship to their natural surroundings. A series of seasonal walks will take place yearly, where

we'll investigate the wildflowers and weeds that are growing in hedges and on the pavements and verges of the town.

Blast Creative Network (BCN)

Set up as a response to a need for more skills development opportunities for creatives in Sandwell and the Black Country, the BCN offers a space for knowledge sharing and support, with free talks, workshops and social events taking place each year. We established BCN to platform the practices of local artists and creatives at all stages in their lives. We offer yearly, paid opportunities such as bursaries, a group exhibition, and a journal of art writing.



Out of Time walk, artist Mark Murphy, Blast! Festival 2019 © Multistory



Real Arts Workshop, We are Wednesbury 2022 © Phillip Parnell

Job Description

Job Title: Programme Manager

Responsible to: Director

Job Purpose: To develop, manage and ensure delivery of the Arts Programme and business plan objectives.

To communicate a clear sense of purpose and direction in order to motivate and develop staff.

Responsibilities

1. Management, production, curation and delivery of Multistory's programme of activity in line with agreed business plans.
2. Management of creative direction, establishing project aims, objectives, milestones and outputs.
3. Identify and develop new project ideas to support the future sustainability of the arts programme.
4. Maintain and develop local community relationships and local and national partnerships relevant to each project and to support the future sustainability of the arts programme.

5. Identify and develop funding and sponsorship opportunities to support the future sustainability of the arts programme.
6. Research and identify artists and creative practitioners and work with them to co-produce projects with community groups.
7. Manage artists, creative practitioners, associates and suppliers.
8. Develop ideas for the creative use of digital media and opportunities to reinterpret project material.
9. Support the Management Team to review and revise the business plan yearly, in line with the artistic and strategic direction of the company.
10. Communicate a clear sense of purpose and direction in order to motivate and develop staff.
11. To be co-responsible, with the Company Manager, for producing briefs and contracts for creatives, associates and suppliers.
12. To be co-responsible, with the Company Manager, for managing project expenditure in-line with forecast budgets
13. To be co-responsible, with the team, for monitoring and evaluation of the arts programme. To compile and produce reports as required by funders.
14. Line manage the two Project Co-ordinator roles and ensure they support the team and the arts programme.
15. Line manage any intern(s) / work experience placements that the company may have from time to time in line with their job description and ensure they support the team and the arts programme.
16. Work with the Social Media Co-ordinator and the team to develop the social media and communications plan and, when necessary, manage freelance PR associates. Manage the use of social media to develop audiences for the arts programme.
17. Support the development of our digital material and ensure the website is developed and updated on a regular basis so that it tells the story of our work.

18. Ensure effective project management and database systems are developed and implemented.
19. Attend and contribute to staff meetings as required.
20. Represent Multistory and present at meetings, seminars, conferences and project launches as required.
21. Attend relevant training as required and contribute to your review meetings and learning needs assessments.
22. Keep up to date with developments in the visual and participatory arts sector.
23. Work evenings and weekends as required.
24. Undertake such other duties appropriate to the post as may be required by the Director.

NB: this job description is not exhaustive and may be subject to review and amended to meet the changing needs of the company. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

NNB: you may be required to apply for an enhanced DBS certificate.

Personal Qualities and Values

We are committed to being an equal opportunity employer and we celebrate diversity in all its forms. You will be expected to share the qualities and values listed below.

1. A commitment to equality, diversity, accessibility and inclusion.
2. A commitment to collaborative working and co-production.
3. Be passionate about participatory arts and committed to working with communities in Sandwell and the Black Country.

Person Profile and Key Skills

Essential

1. Experience within the arts and cultural sectors as a project / programme manager.
2. Experience of working with multiple stakeholders and developing relationships with partners.
3. Experience in the successful delivery of community engagement processes and projects.
4. A passion, knowledge and experience of working in the creative arts.
5. Developing and writing funding applications and development briefs.
6. Experience of project management, evaluation, data analysis and budget control.
7. Excellent writing skills and a confident communicator.
8. Ability to work to internally and externally imposed conditions of funding requirements and meet reporting and delivery deadlines.
9. Able to work on own initiative, and as part of a team.
10. Ability to anticipate situations and problems and find appropriate solutions.
11. Strong organisational and administrative skills with attention to detail and efficient management of time, multiple tasks and priorities.
12. Excellent interpersonal skills, able to assert self-confidently but sensitive to others' needs.
13. Self-motivated, creative, enthusiastic and determined.
14. Ability to motivate, inspire and influence.
15. Positive 'can do' attitude with the ability to remain calm under pressure and be flexible and adaptable.
16. Computer literacy, including Microsoft Office and / or Google Workspace.

17. Knowledge and experience of social networking tools and website administration.
18. Available to work outside of standard office hours when required.

Desirable

1. Experience of using Apple Macs, including digital editing skills, eg Photoshop, Final Cut.
2. Knowledge of multimedia production.
3. Having a clean driving licence.

About you

You will have the ability to understand the needs of the communities, artists, partners and stakeholders that we work with. You will understand how to form collaborations and mobilise networks. You will be comfortable working across different sectors and will have solid project management skills. You will have a flexible, adventurous and collaborative approach to your work.

This role has a broad remit and you will need a mix of the following: inspiration, collaboration, leadership and being supportive. From making presentations; to inspiring potential partners and artists; to getting involved with our work; to seeking out new, creative opportunities; to writing funding bids and contract briefs and crunching numbers. You will always be configuring people, resources and ideas to create a portfolio of successful, imaginative, dynamic projects.



'Dream' workshop, Amak Mahmoodian © Multistory

HOW TO APPLY

The deadline for returning your application is 8 am on Monday 24 April, 2023.

Please email the following to info@multistory.org.uk with the job title in the subject line:

1. Your **CV**.
2. A **statement** that details your relevant experience for this role and outlining how you meet the job description and person spec requirements, giving examples of experience and knowledge, skills and abilities. You can also provide a sound recording or video (no more than 4 minutes).
3. Tell us what **your relationship is to Sandwell and/or the Black Country** if relevant.
4. The **monitoring form** provided.
5. The **name and address of two referees**; we will only contact these if you are offered the job.
6. In the email, please include your name, address and mobile number.

If you have any questions about the role or would like to speak to someone before applying, feel free to email info@multistory.org.uk to arrange an informal chat.

If you require any support to be able to take part in the interview process, please let us know when you apply, and we will ensure it is accessible for you.

The post does require you to live in the UK and it is open to people who are UK residents or who already have the right to live and work in the UK, because Multistory is not in a position to sponsor a work visa.

We will prioritise those who live in, or come from, Sandwell and the Black Country.

Selection Process

We'll produce a shortlist of candidates using the job description and person specification as the selection criteria and, if you're shortlisted, we'll get in touch no later than lunchtime on Friday 28 April, to schedule an in-person interview which we are aiming to be held on Thursday 4 May 2023 at our offices in West Bromwich. If you can, please keep this date free in your diary.

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and Global Majority backgrounds and people who identify as D/deaf, disabled, neuro-diverse or LGBTQ+.

We guarantee an interview to anyone who identifies as one or more of the above and who meets the requirements detailed in the job description and person specification.

We will require two references before confirming an offer of employment.

We are an Arts Council National Portfolio Organisation, revenue funded by Sandwell Council and a limited company and a registered charity. Further information can be found on our website www.multistory.org.uk



Girl Gaze exhibition, Blast! Festival 2019 © Multistory