



JOB DESCRIPTION – Creative Director, Keighley Creative

Job Title	Creative Lead, Keighley Creative
Reports to	Executive Director
Part of	Senior Management Team at Keighley Creative alongside the Executive Director.
Line Manages	Events Producer; Events Manager; Arts and Heritage Officer; Communications Manager; Arts for Brain Health Team; Buildings Manager; and Freelance staff as required.
Salary	£35,000 gross per annum.
Period	12 month fixed term contract
Hours	This is a part-time post (0.8 FTE) and will involve flexible working patterns with some evening and weekend work likely.
Base	Keighley Creative, 3-7 Cooke Lane, Airedale Centre, Keighley BD21 3PF. Some home working is expected, but being present at the Hub is an important element of this role.
Notice	3 month notice for both parties, after passing 3 months probationary period (with 1 week notice during the probationary period).
Holidays	Holiday entitlement is 30 days per complete holiday year, including statutory and Bank Holidays.
Pension	Assuming you meet the mandatory criteria you will be automatically enrolled in the company's stakeholder pension scheme (NEST). Further details will be provided upon employment.
Purpose	<p>To hold the creative vision for Keighley Creative in line with the business plan and development plan, and to ensure the successful delivery of all programmes, including, but not limited to, The Drawing Box Project; Arts for Brain Health; Keighley Creative Presents; Studio Programme; Artist Development and Progression Pathways.</p> <p>To fundraise and report for core projects within the programme, with a focus on, but not limited to, Arts for Brain Health, The Drawing Box Project, and the Studio and Artist Programme.</p> <p>To lead and manage the creative team, bringing ideas together, and fostering a strong, collaborative working environment.</p> <p>To build and develop strategic partnerships within the creative, cultural and community sectors across the district, with a focus on Keighley.</p> <p>To develop the strategic capacity of Keighley Creative, working with the Executive Director to enable it to maximise on the capital project work being undertaken by East Street Arts, and apply for NPO status with Arts Council England or similar.</p>

Keighley Creative is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Employment in this post is subject to a successful Enhanced Disclosure & Barring Service (DBS) application.

Key Objectives

- To represent Keighley Creative, building positive relationships with key stakeholders across Bradford and Keighley and the creative arts sector, including (but not limited to) Bradford 2025, East Street Arts, Bradford Local Authority and Neighbourhoods.
- To develop and oversee the implementation of the creative arts programme at Keighley Creative and ensure it reflects the organisation's vision.
- To take a role in developing the new Keighley Creative building. This will include working with East Street Arts, Architects and Bradford 2025 to ensure the new building supports and enables the vision of Keighley Creative to be realised.
- To take a key role and voice in creative place-making and regeneration across Keighley.
- To represent Keighley Creative within the arts sector and creative industries more widely, with particular responsibility for maintaining and developing relationships with Arts Council England Relationship Managers and other ACE Senior Management both locally and nationally.
- To ensure all project reports, annual submission and annual reviews are undertaken in a timely manner.
- To support the development and effective management of the Keighley Creative team, including organising and leading regular Creative Leads Meetings.
- To ensure the reports for the production budgets are undertaken in a timely manner and that budgets are maintained.

Person Specification

- Experience of developing and leading creative arts projects.
- Experience in visual art and being a socially engaged practitioner.
- Experience of developing and implementing creative arts productions.
- Experience of strategic planning and the development of creative organisations.
- A good understanding of fundraising and funding policy in the arts sector at local and national level.
- An excellent communicator able to build productive relationships with a wide range of internal and external stakeholders.
- Ability to work in a fast moving and ever evolving environment.
- Ability to solve problems and take decisions in a timely manner.
- Experience of working with local authorities and other public bodies.
- Experience of operational management across a range of functions including finance and people management.
- Experience of leading a team which includes a variety of employees and freelancers.