

## CVAN East Midlands Callout for Regional Director

Contemporary Visual Arts Network East Midlands (CVAN EM) is seeking a passionate, proactive, motivated and resourceful visual arts professional with a strong commitment to the East Midlands to lead the Network in its next phase of delivery. The postholder will work with CVAN EM's Steering Group and partners regionally and nationally, to devise and deliver developmental, visible, inclusive activity that supports the region's visual arts sector to thrive.

### About

CVAN EM provides support to the visual arts sector in the East Midlands. Its aims are to:

- promote a shared responsibility for the development of the region's artists and visual arts community;
- create opportunities for artists, organisations and audiences in the region to prosper;
- raise awareness of the value of the visual arts to the region's cultural life.

CVAN EM is part of the national Contemporary Visual Arts Network, a sector support and advocacy organisation that represents a diverse community of visual arts practitioners and organisations across England.

Between 2015 and 2018, CVAN EM delivered a programme of activity that impacted regional talent development, visibility and sustainability. *Document* shone a light on the artistic process and life of the artist, *In Another Place* took contemporary art to new places and audiences in a showcase of advertising billboards, *The Start of Something* instigated new local networks and collaborations across the region, and our annual events invited the region's visual arts community to collectively explore topics relevant to the sector and its development.

In 2019 CVAN EM collaborated with the Research Institute for Cultural and Media Economies at the University of Leicester to research the visual arts ecology and economy in the East Midlands. *It Takes A Region to Raise an Artist* identified gaps in provision and barriers to engagement and career

development in the region and made recommendations as to how this might be achieved.

In autumn 2020 CVAN EM successfully applied for an Art Fund Professional Network grant, to increase its core skills base and capacity, help it become more inclusive, and support the sector to better reflect the region's demographic. Delivering this work will be central to the Director's role.

### **The Role**

**Job Title:** Regional Director (18.5 hours/week, contracted until April 2023)

**Reports to:** Leicester Print Workshop (LPW) Director and CVAN EM Steering Group Chair. The role is contracted through and line managed by LPW but sits outside its core business.

**Salary:** £16,499 (pro rata/18.5 hours)/£33,442 per annum(full time/37.5 hours)

**Location:** Remote working/based at Leicester Print Workshop

### **Job purpose**

The Director will be an ambassador for the contemporary visual arts sector in the East Midlands, celebrating regional practices and activity, and pivotal in delivering collaborative sector support across the region addressing gaps in and barriers to development and engagement. They will champion activity that promotes inclusion, resilience and wellbeing and lead delivery of funded programmes in support of those goals. They will uphold CVAN EM's organisational values, support a constructive working environment and maintain its positive reputation.

The role is suited to a natural collaborator, great motivator, passionate advocate and skilled facilitator.

### **Key Responsibilities:**

- Responsible for strategic and operational delivery
- Responsible for effective financial management
- Responsible for identifying development and investment opportunities
- Build and maintain effective relationships with stakeholders, partners and funders
- Represent CVAN EM internally and externally, be a conduit between the region and national CVAN and collaborate with national and regional CVAN colleagues in support of campaigns and programmes
- Manage freelance staff and contractors
- Shape and oversee effective marketing and communications

- Establish and maintain effective monitoring and reporting to stakeholders, partners and funders

### **Key Tasks:**

#### Programming & advocacy

- Devise and deliver high-quality advocacy and sector support activity in consultation with Steering Group
- Identify opportunities to promote regional arts practice and raise regional awareness of the public value of the visual arts
- Identify topics for research and data for evidence gathering and dissemination
- Build strong relationships with artists, visual arts practitioners and organisations, and other relevant organisations and individuals - opinion formers, policy makers, funders and decision makers

#### Governance & reporting

- Facilitate and document Steering Group meetings, and consultation and planning sessions
- Prepare plans, reports and presentations for the Steering Group
- Establish and maintain effective administrative, monitoring and evaluation processes
- Prepare reports, monitoring data and evaluation to meet LPW and funders' requirements
- Support recruitment of Steering Group members
- Ensure that CVAN EM's work is EDI compliant

#### Organisation and staff management

- Recruit and manage freelance staff, ensuring appropriate contracts are in place and monitored
- Support a positive, supportive working environment

#### Financial management

- Set budgets and manage finances effectively, monitoring income and expenditure, producing cashflow forecasts and management accounts
- Lead on fundraising, identifying opportunities, devising proposals, producing applications and reports

## Marketing and communication

- Oversee development and delivery of effective marketing, engagement and communications activity, including social media and website management, which raises CVAN EM's visibility and communicates the value of contemporary art

Undertake other duties determined in consultation with CVAN EM's Steering Group

## **Knowledge, skills and experience:**

### Essential:

- Demonstrable passion for and commitment to the contemporary visual arts
- Experience in a senior role in a small organisation or equivalent
- Proactive networker with excellent interpersonal skills
- Proven track record in fundraising and development work
- Capable in relationship building and partnership development
- Strong facilitation, administrative and organisational skills
- Excellent team working skills and ability to work independently and on own initiative
- Ability to work flexibly, prioritise tasks and meet deadlines
- Excellent written and verbal interpersonal and communication skills
- Experience of financial management and reporting
- Competent in IT use, including Microsoft Word, Excel, Outlook and PowerPoint
- Commitment to equal opportunities

### Desirable:

- A professional track record of working in contemporary visual arts
- Knowledge of the challenges facing the visual arts sector
- Strong networks across the visual arts, creative industries, Higher Education, local and national agencies
- Knowledge of and experience in policy and advocacy
- Experience of managing grant funded and multi-stranded activity

## **Application process**

Deadline for applications: Wednesday 14th April, 5pm

To apply send as PDFs:

- Cover letter (2 pages max) outlining interest in the role and relevant experience that meets the requirements of the role.
- CV (3 pages max).

- Equal Opportunities Monitoring form (this data will be gathered and processed by our host organisation Leicester Print workshop)

For more information about the role email Daniel Kelly  
[info@cvaneastmidlands.co.uk](mailto:info@cvaneastmidlands.co.uk)

**Applications to be sent to:** [info@cvaneastmidlands.co.uk](mailto:info@cvaneastmidlands.co.uk).

Please quote 'Director Application' in the subject line

Interviews to take place on Zoom week beginning 26th April

Start date negotiable

CVAN EM is committed to inclusivity and welcomes applications irrespective of disability, gender, race or ethnicity, religion or belief, sexual orientation, or other personal circumstances. We will put measures in place to support candidates with particular access needs, and extend this to the postholder as appropriate.

### **Steering Group**

Dr Angela Bartram – Artist, and Professor of Contemporary Art and Head of Arts Research, University of Derby

Daniel Kelly – Artist and co-founder/director, Two Queens artist-run gallery and studios, Leicester

Mercè Santos Mir – Public Programmes Producer, New Art Exchange, Nottingham

Peter Bonnell – Senior Curator, QUAD, Derby

Ruchita Shaikh – Executive Director, Artcore, Derby

### **Social Media**

Facebook: <https://www.facebook.com/CVANEastMidlands>

Instagram: <https://www.instagram.com/cvaneastmidlands/>

Twitter: [https://twitter.com/CVAN\\_EM](https://twitter.com/CVAN_EM)

More information about CVAN EM can be found on our website:

[www.cvaneastmidlands.co.uk](http://www.cvaneastmidlands.co.uk)