

## Handstand Arts

### Executive Director Application Pack



#### Key Information about the job

- 12 Month Freelance Contract £16,000 fee.
- Equivalent to £40k pro rata
- 16 hrs per week for 12 months (0.4 freelance contract )
- Location independent with occasional meetings and activity in Bristol, UK
- Reporting to the board
- Application deadline - 1st March, Interviews in the week of 6th March
- Start April 2023

This job pack is also available as an audio file [here](#) & in a PDF file [here](#)

#### Introduction to the Company

Handstand Arts is a Charitable Organisation that was set up in 2019 to run its main project Circus City - a festival of contemporary circus performance in Bristol, UK.

Our website is [www.bristolcircuscity.com](http://www.bristolcircuscity.com) - please visit our archive on this website to get an idea of the work we do.

Circus City grew from the work of a steering group of Bristol circus organisations in 2014 and was formerly Executively Produced by Theatre Bristol.

The festival was founded in 2015 by Kate Hartoch and Lina B Frank, to develop new audiences for circus and raise the national profile of this exciting art form.

2023 will be our 5th edition of this programme which is now the largest of its kind in the UK. The festival runs over 3 weeks in the Autumn.

It reaches audiences in venues, parks, libraries and streets across the city, with 40+ performances by local, national and international companies and artists

The festival provides work for over 100 artists and freelancers.

This year is an exciting time to join Handstand as we raise our ambition and increase our commissioning, artist support and live work..

We want to reach larger, more diverse audiences than ever before.

We are looking forward to welcoming a General Manager into our small organisation as we manage this exciting period of change and growth.

## **Company Structure**

This year we will grow our core team to include 3 year round freelance staff.

Our festival delivery team includes 7 freelance staff and a team of technical crew and volunteers.

We regularly run placements within the festival team, with an emphasis on emerging producers.

The Charitable Organisation is managed by a small but dedicated board of directors.

## **Funding**

This year Handstand Arts is receiving funding from Arts Council England, Foyle Foundation and Bristol City Council, along with funds raised from UK and EU partners, donations and our patron.

## **Job Description**

### **Strategy and Organisational Development**

- Work with the Artistic Director to shape the direction of the work of Handstand Arts, taking a lead on the creation of business plan, profile and strategy.
- Ensure a strategic approach across all Handstand Arts projects including our flagship festival Circus City.
- Assess and action board and core staff training and professional development in line with business plan and strategy
- Take overall responsibility for the financial sustainability of the CIO

### **Fundraising**

- Lead on shaping fundraising, development approach and strategy.
- Lead on the charity's strategic approach to ACE's Let's Create
- Lead on writing and coordinating funding applications and final reports, with support from the Artistic Director.

### **Delivery**

- Work with the artistic director to identify and build artist development, commissioning and co-producing relationships.
- Support the artistic director in the design and delivery of projects, adding to producing capacity during busy periods.
- Line manage the Evaluator and other festival roles as required

### **Advocacy**

- Cultivate and manage relationships with a range of stakeholders and partners that may not be project specific but are relevant to the CIO's aims and work.
- Advocate and champion the work of Handstand Arts within the South West, the arts sector and beyond.

The Exec Director and Artistic Director share leadership responsibilities and support one another on a day to day basis.

## Person Specification

### Essential Qualities

- A passion for theatre, live performance and the arts.
- Committed to acting in the interest of diversity & equality
- Able to combine creative big picture thinking with an eye for detail
- Willingness to shares ideas, resources and information with others
- Desire to contribute to an energetic, inclusive and supportive work culture - including being willing to adapt communication to suit a range of needs.
- Willingness to travel nationwide occasionally to work and see performances

### Essential Skills & Experience

- A minimum of 10 years of professional experience in the arts and culture or equivalent qualifications and experience, including 2 years working at an executive level.
- Strong track record in change management and financial planning in the arts
- Experience in business planning and organisational policy - working with teams to create, write and deliver them.
- Proven track record with funders, with a broad portfolio of fundraising experience, including trusts and foundations.
- A strong working knowledge of the arts and culture sector.
- Up to date knowledge of the governance requirements and legal obligations of charities.
- Able to write clear, comprehensive documents e.g annual reports, project outlines and policies.
- A track record in leading or supporting other team members.
- Persuasive communicator with a network of industry contacts.

### Desirable

- Experience working within contemporary circus or physical, interdisciplinary performance
- Knowledge of touring performance or curating an artistic programme

- A thorough understanding of Arts Council Strategy Let's Create
- Experience working effectively and closely with teams remotely
- Confidence with Slack, Asana and Google Drive
- Experience in artist support, development and commissioning
- Mentoring or coaching experience
- Commitment to and knowledge of sustainability in live performance.
- French-speaking
- Based in the South-West region

## **Access & Inclusion**

We are especially keen to hear from applicants from communities who are less represented in the cultural workforce and who face systemic barriers to the arts.

This includes Global Majority\*, Disabled, non-binary and trans people and those from low income backgrounds.

We guarantee to interview any Disabled or Global Majority\* applicant who meets the minimum requirements for the role.

If you feel this applies to you please mention in your covering letter that you are eligible for a guaranteed interview.

You do not have to provide any personal details.

We are committed to making our recruitment and working practices as inclusive as possible.

Please email [nicole@bristolcircuscity.com](mailto:nicole@bristolcircuscity.com) if you have any questions about access.

\*We use the collective term Global Majority to refer to groups that currently make up approximately eighty per cent (80%) of the world's population, 'including people who are Black, Asian, Brown, dual-heritage, indigenous to the global south, and or have been racialised as 'ethnic minorities'. - Rosemary Campbell Stephens

## Applying

Thank you for your interest in this position.

To apply for this role please:

[Use this form](#) to share your contact details and upload a CV along with a covering letter of no more than 1 page.

Please also fill in our anonymous diversity and equality monitoring form [here](#).

If you need any assistance filling out either of these forms or encounter any issues please contact [nicole@bristolcircuscity.com](mailto:nicole@bristolcircuscity.com)

**The deadline for applications is midnight on the 1st March 2023.**

Please use the Job Description and Person Specification as a guide for your covering letter to highlight anything that you feel your CV doesn't cover.

If you feel that you meet most of the specification and are a good match for the role but could do with some training/upskilling in certain areas please mention these in your cover letter.

The first round of Interviews will be on Zoom during the w/c 6th March.

These will be followed by in person meetings in Bristol for applicants that get to the second interview stage.

If you have any questions about the role please email [hello@bristolcircuscity.com](mailto:hello@bristolcircuscity.com)