

# British Ceramics Biennial

## Artistic Director / Chief Executive Officer Job Description



# Background and Context

The British Ceramics Biennial (BCB) is a prestigious and high profile festival of contemporary ceramics that takes place in Stoke-on-Trent. BCB presents artworks from the UK's leading ceramicists alongside work by international artists, in exhibitions and special events held across the city. BCB is also responsible for delivery of an exciting year-round programme of artists' commissions, education and community engagement projects. These projects feed into the festival programme of exhibitions and events.



The British Ceramics Biennial co-founder and Artistic Director, Barney Hare Duke has decided to stand down after a successful 12 years in the role. British Ceramics Biennial now seeks to appoint a new Artistic Director, CEO, to join the organisation and lead on the development of its artistic programme and further establish the organisation in Stoke-on-Trent and beyond.

BCB has been running for over 12 years. It is based in Stoke-on-Trent, Staffordshire, the home of the British ceramic industry, but it has many links, operations and exhibitions elsewhere in the UK, and abroad. With six Biennial Festivals delivered BCB has become a leader in its field, developing and recognising talent, expanding the discipline, supporting innovation and exploring the intersections between ceramics and other social and health contexts. Whilst being embedded in the local, it is well connected to national and international ceramic networks. The BCB works in collaboration with partners across the city in cultural, heritage, education, health and community sectors in the development and delivery of ground-breaking programmes that support Stoke-on-Trent's cultural regeneration strategies.



In seeking to secure the organisation's strategic place within the cultural infrastructure of the city BCB has the ambition to set up the Clay Building, where it can bring all its functions, programme, studio/workshop, office together and from where it can additionally; support and facilitate production of new ceramic works, incubate new creative practitioners and social enterprises; curate and present a programme of exhibitions and generate national/international touring initiatives.

BCB is proud to be an Arts Council National Portfolio Organisation (NPO). With regular funding from Arts Council England, Stoke-on-Trent City Council and Staffordshire University, it is also supported by a range of different funders including the, BBC Children in Need, the Wellcome Trust, The Headley Trust, The Weston Jerwood Charitable Foundation, The EU Creative Europe Fund, the National Heritage Lottery Fund.

British Ceramics Biennial is the brand, and the widely recognised trading name for The Clay Foundation (TCF). The Clay Foundation is a charitable incorporated company and is the legal entity that governs the activities of the British Ceramics Biennial.



# Artistic Director/CEO

The British Ceramics Biennial co-founder and Artistic Director, Barney Hare Duke has decided to stand down after a successful 12 years in the role.

British Ceramics Biennial now seeks to appoint a new Artistic Director, CEO, to join the organisation and lead on the development of its artistic vision and programme and further establish the organisation in Stoke-on-Trent and beyond.

This is an exciting opportunity for an ambitious, dynamic and imaginative individual to take one of the UK's leading ceramics organisations forward into the next phase of its development, and to take an active strategic role in shaping its artistic future.

The candidate may be an artist, curator or other creative leader in the contemporary arts sector with a collaborative approach to working. With a commitment to working on a local, national and international level they will have strong networks in the UK; a proven interest in contemporary visual arts, with an interest/specialism in ceramics; experience of strategic planning and running an organisation.



# Job Description

Title Artistic Director/CEO

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Reports to Board of Trustees

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Responsible for The leadership and management of the team, which is a mixture of full-time, part-time and self-employed people.

Positions include Executive Director, Head of Marketing, Creative Producer, Marketing and Events Coordinator, Education Manager, Health and Community Manager, Studio Projects Manager, Studio Managers, Development Manager, Festival Manager

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Salary band £40,000 - 48,000 pa

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Hours Permanent, full time, 35 hours per week  
The post will commence on the basis of a mix

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Location of office (Stoke on-Trent, currently in a Staffordshire University building) and remote (home) based working, in line with current government advice.

Suitable future arrangements will be discussed upon offer of employment.

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Closing date 12pm (noon), Monday 14 December 2020

# Job Summary

The Artistic Director/CEO position combines a high level of responsibility for creative and strategic planning, with the need to be highly visible and active and requires a commitment to hands on delivery.

The Artistic Director/CEO will work closely with the Executive Director and the BCB staff team to fulfil the mission and aims of the British Ceramics Biennial:

- Support, strengthen and deliver the collective vision for Stoke-on-Trent as an international centre of excellence for contemporary ceramics.
- To build the reputation of the British Ceramics Biennial Festival as a prestigious project that celebrates the heritage of the Potteries as the home of British ceramics, that stimulates creativity and innovation across the breadth of contemporary ceramics practice.
- Devise and deliver year round programmes of events and activities that that will maximise opportunities for artists and audiences to create, engage with, enjoy and appreciate creative and innovative contemporary ceramics.
- Embed within the city the potential for clay as an agent for learning well being and empowerment.
- Secure the British Ceramics Biennial as an integral and leading organisation within the cultural infrastructure of the UK, serving as champion and catalyst for regeneration initiatives in Stoke-on-Trent.

# Responsibilities

- Provide inspirational leadership to the team and take the British Ceramics Biennial into its next stage of development through providing exceptional skills across multiple disciplines.
- Set and using all management tools at your disposal, deliver the strategic long-term artistic vision for the organisation and provide artistic leadership in the creative development of the organisation.

- Represent the artistic, business and commercial interests and ambitions of BCB regionally, nationally and internationally, ensuring that the BCB Festival maintains its position as the UK's leading ceramics festival. Also to represent BCB to funding bodies and programme partners and collaborators.
- Work with the Executive Director to set the strategic direction of the organisation and ensure a sustainable business model for BCB.
- Work with and support the Board in developing the skills and diversity of the trustee membership, planning Board recruitment and succession planning.
- Promote and maintain an organisational culture which values high standards, diversity, collaboration, experimentation and a critical perspective.
- Ensure that the BCB programme reflects and supports artists and audiences from diverse backgrounds, championing diversity, disability and minority interests.
- Perform other such duties commensurate with the level of the post which may arise from time to time.

## Artistic Programme

- Develop and oversee delivery of an ambitious and innovative programme of commissioned exhibitions, artworks and projects that are timely and relevant.
- Develop programmes that maintain and grow BCB's reputation for developing, commissioning and producing accessible activity that engages the widest range of talent and champions culturally diverse representation within the arts including ethnicity, disability, gender, socio-economic, intersectional and other minority interests.
- Develop and ensure a programme balanced across local, region, national and international activities to ensure BCB's visibility and impact.
- Develop and enhance BCB's network of cultural; heritage; industry; education, community, health sector contacts and programme partnerships.

## Strategic

- Develop strategic options and proposals for BCB with the Executive Director in the light of changing trends in art, culture, science, society, policy, education, wider government initiatives and technological development.
- Develop the strategic plan with the Executive Director that will take the BCB forward and underpin the next Arts Council England NPO application.

- Develop and maintain effective partnerships working with staff, artists, experts, volunteers, and a wide range of external partners, funders and stakeholders.

## Communications

- Work with the Executive Director and the Head of Marketing to oversee marketing and communications, brand and audience development and targets.
- Represent and promote BCB externally in meeting with key stakeholders and through public speaking, lectures, writing, media interviews or other activities.

## Income Generation and Finances

- Work with the Executive Director and Development Manager to ensure that BCB has sustainable sources of income from a range of sources to meet its current and future financial needs, by taking the lead in identifying and developing new economic opportunities within the organisation's remit and in keeping with its charitable aims and objectives.
- Develop and ensure delivery of the organisational and project related funding strategy and closely support fundraising activities.
- Identify new sources of income, and support funding bids, while building funder relationships.
- Develop and monitor annual budgets, with the Executive Director, appropriate for the ambitions of the artistic programme, Business Plan objectives and Arts Council England and other funding agreements.
- Work with the Executive Director to ensure efficient, effective, solvent and sustainable financial management of the Company.

## Leadership and Management

- 1. Undertake overall line management responsibilities for the Team, delegating to the Executive Director and Head of Marketing where appropriate.
- Lead and participate in Team and programming meetings.

- Help staff to realise their full potential and maximise results and opportunities for the organisation.
- Strive towards ensuring BCB's board, staff and programme reflect the organisation's diversity ambitions and implement BCB's Equality Diversity and Inclusion policies.
- Attend and report to the Board of trustees and advisory group meetings.
- Adhere to and implement BCB's policies, including data protection, environmental, and health and safety.

## Person Specification

### Essential

- A proven track record of successful/significant organisational management experience working within the arts as a curator, creative producer, lead artist, arts manager or similar.
- Knowledge and understanding of contemporary visual arts with a specialism in ceramics.
- Evidence of vision, imagination, ambition and passion appropriate to lead BCB.
- Experience of contributing to and delivering organisational vision and change.
- Outstanding communication skills, both oral and written.
- Knowledge/experience of commissioning/developing new work that expands contemporary practice.
- Productive and wide-ranging contacts in the UK contemporary art sector.
- Experience of partnership working including work with Cultural and Health sector Local Authorities, HEI's and international agencies.
- Experience of setting and monitoring substantial budgets including the delivery of financial targets.
- Experience in successful fundraising for both small and large-scale projects and programmes.
- An interest in the social, cultural and financial context within which BCB operates.

- A demonstrable commitment to maintaining the broadening of cultural diversity, inclusion and access across all areas of BCB.
- Experience of working in an arts organisation that is comparable to the British Ceramics Biennial.

## Desirable

- Knowledge or experience in developing capital programme for new buildings and contents.
- Experience of commissioning/developing new work and programmes that speak to and reflect today's diverse society.
- Knowledge/experience of national/international touring and co-productions.
- Experience of working with artists to develop their practices and careers.
- Willingness to contribute to all areas of BCB's activities across commissioning, exhibitions, events, community engagement, professional development, research, digital commissions and publications.
- Based in Stoke-on-Trent/Staffordshire or within easy commuting distance, or willing to relocate in due course.
- Commitment, knowledge and understanding of current Arts Council England priorities including "Let's Create" and funding requirements.

# Terms and Conditions.

Holidays	33 days (including public holidays)
Probation	Six months
Period of notice	Three months in writing
Access	<p>BCB will make every reasonable adjustment to the office or to working arrangements so as to accommodate the needs of people with disabilities</p> <p>Please discuss your access needs with us at any stage in the application process by emailing <a href="mailto:iain@britishceramicsbiennial.com">iain@britishceramicsbiennial.com</a></p>

## Applications

Please submit the following by **12pm (noon) Monday 14 December 2020**:

- Letter of application explaining how you believe your skills and experience match the requirements of the role, directly addressing the person specification
- Names and contact details of TWO employment/professional referees. We will only contact referees upon offer of employment.
- Applicants must also complete our online Diversity and Equality Monitoring Form which can be found on the webpage [here](#).

Applications should be addressed to Alison Wedgwood, Chair The Clay Foundation, and sent via email to: [info@britishceramicsbiennial.com](mailto:info@britishceramicsbiennial.com) with 'AD British Ceramics Biennial ' in the subject line by **12pm (noon) Monday 14 December 2020**.

We are committed to ensuring our recruitment process is transparent and accessible. If you have questions or you require the application pack in an alternative format, please let us know (contact details below). Please note that some formats will only be available upon

request to ensure these are suitably tailored to support the applicant's access requirements.

Candidates will be informed whether they will be called for interview by **Monday 4 January 2021**. It is likely that interviews will be held in the week commencing **Monday 11 January 2021**, and that these interviews will be held online.

Please address any questions/queries or requests for an informal discussion to Iain Cartwright, Executive Director on: [iain@britishceramicsbiennial.com](mailto:iain@britishceramicsbiennial.com)

## Equality and Diversity

We strive to ensure that opportunities to work with British Ceramics Biennial are open to all. We treat all job applications equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristics.

We particularly encourage applications from people who identify from black, asian and minority ethnic backgrounds, LGBTQIA+, d/Deaf, disabled, neuro-diverse, have long-term health condition/s or are from a lower socio-economic background; as people from these groups are currently underrepresented in the cultural sector.

We understand the paragraph above isn't holistically reflective of the rich community in which we live and work and if you don't feel this speaks to you and you would like to support how we communicate this in future please get in touch with us: [info@britishceramicsbiennial.com](mailto:info@britishceramicsbiennial.com).