

Executive Director, Creative Dundee

One year fixed term, covering extended personal leave.
Full-time 5 day week, or flexible. Employed role.



About Creative Dundee:

Creative Dundee supports creative talent to base, grow and sustain their practice in and around Dundee, by connecting and amplifying the city's creativity.

We lead projects which generate local, national and international opportunities for people and the city – we exist to support the city's strong creative ecology. Examples of the types of projects we lead include our **Amps** supporters initiative; the crowdsourced guide, **99 Things to See and Do**; and developing **Dundee's Creative Industries Strategy 2017 - 2021**. Our events programme includes running the largest **Pecha Kucha Night** in the UK, and a range of other **programme activities** which we collaborate with partner organisations to deliver.

Creative Dundee is part of Creative Scotland's Regularly Funded Organisation network, which supports our ambitious programme of work over three years, from 2018 – 2021. As a responsive social enterprise, we also generate income through our trading activities.

The organisation is now looking for a passionate and committed individual, who is ready to take on this exciting role within a small, high performing team. As 'super connectors' and a vital part of the city's cultural infrastructure, Creative Dundee builds the city's social capital, linking people with opportunities and embracing new ways of working, to empower the development of thriving sustainable creative businesses and healthy communities.

More details about Creative Dundee's work, team and background can be found on our website: **www.creativedundee.com/about**

Role:

Responsible for the operational management of the organisation, connecting and amplifying Dundee's creativity.

- Develop, manage and nurture strategic/contractual relationships with partner organisations, to ensure long-term successful partnerships.
- Lead, manage and deliver a diverse portfolio of programmes which advances opportunities for those in the local creative/cultural sectors, in partnership with Creative Dundee's staff team, external partners, and communities - locally, nationally and internationally.
- Secure mixed income sources for the organisation's sustainability, through trading, subscription models, partnership opportunities and through grant fundraising.
- Amplify the dissemination and promotion of the organisation's value, outputs and impacts to the local and national economy and the creative/cultural sectors.
- Manage and monitor the budget and costings for projects and initiatives and report to the Board.
- Collaborate and liaise with the Board, programme partners, stakeholders and other creative networks to share learning and insights/knowledge of the creative/cultural sectors in Scotland.
- Ensure Equalities, Diversity and Inclusion (EDI) are built into internal and external programmes and culture.

- Keep abreast of developments and issues which may impact the city and local creative/cultural sectors and work in partnership to deliver large national and international projects which bring benefits to the city and creative/cultural sectors - e.g. UNESCO City of Design Dundee and British Council.
- Day to day management of the organisation including line managing the 3 person staff team - provide support, one-to-ones, management and leadership direction, accounts, monitoring of daily cash flows and accounts to ensure sufficient funds are held to meet the organisation's ongoing needs.

Key focus over the next 12 months:

- Position the organisation strategically and deliver activities which benefit the city's creative and cultural sectors.
- Evidence the organisation's impacts to funders/key stakeholders and identify and generate mixed income streams, including developing the application to Creative Scotland's Regularly Funded Organisation programme 2021 - 2024.
- Ensure the team are managed and supported to deliver the organisation's objectives.
- Deliver and further develop the organisation's programme plan for 2019 - 2020.

Experience and requirements:

The Executive Director will thrive on building valuable connections and partnerships and will have:

- Demonstrable experience and a successful track record of working within the creative economy in the UK.
- Understanding of the workings of small organisation operations, reviewing monthly/quarterly management accounts including reporting to the board. Managing budgets and forecasts, experience with Xero cloud package would be useful.
- Fundraising skills and understanding funding, evaluation and reporting frameworks.
- Demonstrable experience of scoping, commissioning or designing projects focused around the creative industries within the cultural sector.
- Successful track record of developing and managing complex partnership projects involving multiple stakeholders and leveraging resource.
- Demonstrable evidence of network leadership, with the ability to foster and develop connections for collective impact.
- Public speaking experience, with the ability to present ideas/information succinctly to multiple different audiences.
- Experience of building an evidence base and using it to influence policy and practice.
- An understanding of open innovation processes and an understanding of how they may affect creative business models.
- Demonstrable knowledge of the policy environment and economic issues facing the creative economy including a good grasp of the issues faced by creative practitioners and businesses.
- Excellent project management skills and tools as well as excellent general IT skills.

Personal attributes:

Experience in the following areas would be highly desirable:

Leadership:

- Able to successfully manage a wide range of relationships with stakeholders and partners.
- Uses effective and appropriate communication styles to present ideas with clarity and focus, both written and orally.
- An adept and confident networker, across a breadth of sectors relevant to the team.

- Strong influencing skills – able to engage successfully with people at all levels and build successful working.

Knowledge:

- Highly numerate and analytical – comfortable with interpreting large amounts of data and extracting key messages.
- Conceptual thinking – able to look for and see the bigger picture, think laterally and to design and adapt models and interventions.
- Intellectually curious – actively seeks latest thinking and new ideas.

Innovation:

- Adaptable – flexible in approach and able to react and adapt appropriately to change at work.
- Identifies and implements new ways of solving problems.
- Challenging – will look at things critically and ensure maximum value is achieved.

Impact:

- Results driven and output focused – able to deliver with a high level of quality and accuracy within deadlines.
- Committed, visionary, and values driven - with a willingness to persevere.
- Judgement – displaying sensitivity, diplomacy and tact when dealing with internal and external stakeholders.

Employment terms:

One year, full time employment contract. The post holder will be subject to a formal probationary period of 3 months.

Location: Based at Creative Dundee, which is part of a co-working space within The Vision Building.

Working hours: 35 hours per week, over 5 days, working flexibly around occasional evenings/weekends as required. Other work patterns will be considered.

Holidays: 25 days, plus public holidays. Pension contribution and annual training allowance.

Salary: £40,000.

Application Process:

Applicants should send a CV and covering letter outlining relevant experience (or for more information) to Creative Dundee's Chair of the Board, Gill Donoghue to: **board@creativedundee.com**

Deadline: 5pm, Monday 15th April 2019.

Interviews: expected to take place on Thursday 25th April 2019.