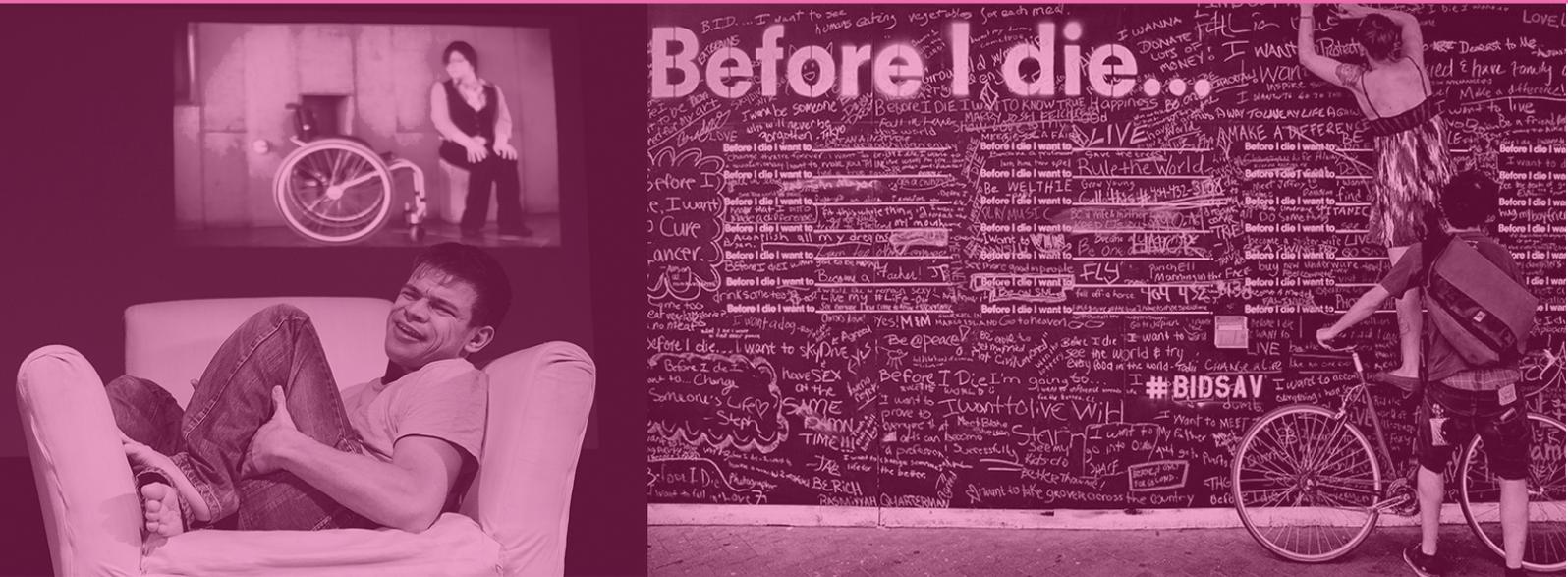




SICK! PRODUCTIONS LTD
EXECUTIVE DIRECTOR APPLICATION PACK
APRIL 2021



“We like to think that we’re beyond taboos, that nothing is off bounds any more. But, when it comes to the health of our bodies and minds and the universal, inescapable experience of death, we’re still pretty tight-lipped. In attempting to break the silence and confront the unspoken – often with humour and imagination – SICK! Festival has a vital role to play.”

The Guardian ** review SICK! Festival 2019**



WELCOME

Thank you for your interest in the role of Executive Director at SICK! Productions. This pack gives background about the work of SICK! and some of our plans for the future. It's a very exciting time to join the organisation – we're currently delivering a major programme of international commissions/events in public spaces in Manchester and online in partnership with DutchCulture, Dutch Embassy and local arts partners, looking at mental health and the landscape we live in. We have embarked on a 10-year strategic community engagement programme in the Moston and Harpurhey neighbourhoods of North Manchester, including rolling out a major programme of arts and mental health work this year. We are in the throes of planning our Spring 2022 Festival and as part of this we are developing new commissioned art works with South Africa, Finland, Switzerland and Denmark.

Over the past year we have reflected a great deal on our work and our role as an arts organisation. In the current and post Covid environment we believe that the themes that we address - such as physical and mental health, disability, gender, death, inequality, politics and protest – are ever more important and relevant. We have rescoped many of our programmes over the last year, thought deeply about our community programmes and the role of our International Festival and, thanks to careful financial management and strong fundraising successes, our organisation is in a solid and robust financial position.

We're looking for a dynamic and inspirational individual to join us, to work closely with me and our fantastic team to help us achieve our potential and grow our impact and reach. We're looking for someone who brings creative business leadership, successful fundraising experience and strong financial management skills, and who is also passionate about, and interested in, the areas in which SICK! operates – arts, health, diversity, community development and international work.

We want our workforce to be representative of all sections of society and we actively welcome candidates who are currently underrepresented in the arts including people of colour, those who self-identify as LGBTQIA+, those from lower socio-economic backgrounds and those who self-identify as disabled. Please let us know if you need any of our recruitment information in a different format and we'll make it happen.

We are aware that everyone has different commitments in their work and home lives and we are open to requests for varied working hours or work patterns. These will be considered taking into account the impact on the organisation and work colleagues.

Hopefully this pack will give you enough information to make you want to come and join us and to have a pretty good idea about who we are and where we're going. But feel free to email me (helen@sickfestival.com) to arrange a call if you would like to know any more before applying.

We look forward to hearing from you.

All the best

Helen Medland, CEO/Artistic Director

ABOUT SICK! PRODUCTIONS

SICK! Productions (also known as SICK! Festival) is a Manchester based, diversity-led arts organisation which shines a light on the complexities of mental and physical health. We give voice to the experiences of diverse and often marginalised communities by presenting an outstanding international arts programme, which encourages participants, audiences and partners to learn from and talk about difficult and challenging issues, so often hidden from public view.

Rooted in the local community while operating internationally, we commission powerful and engaging work by international, national and GM based artists, who make their work with, and alongside, local communities with lived experience, health professionals, charities and researchers.

Our activities include a biennial international festival which takes place across Manchester, an innovative cross-artform commissioning programme which brings artists together with local communities with lived experience, the health sector, community groups/charities and researchers and a growing year round programme of community engagement in local Manchester neighbourhoods.

Our staff team currently consists of 5 permanent staff: CEO/Artistic Director, Executive Director, Creative Director, Operations Manager and Creative Producer. Over the next 12 months we plan to employ a Marketing/Communications role and to take on at least 2 temporary Kickstart roles looking at communications and festival support in the run up to our 2022 Festival. We have a strong, diverse and supportive Board of Trustees and are planning to expand membership to at least 10 members over the next 12 months.

We receive core funding from Arts Council England through their National Portfolio programme and attract funding from a wide range of sources, including extensive international funding. While, like most arts organisations in the UK, we have had considerable challenges due to the Covid 19 crisis, we are in a solid financial position and have ambitious plans to develop our organisation over the next 3 years.

SICK! Festival:

SICK! delivers a biennial festival in Greater Manchester, in cultural venues, community spaces, public realm and online, with the next Festival scheduled for Spring 2022. SICK! Festival 2019's central theme was '*What is the value of a life?*', looking at disability, end of life and young people's mental health.

The festival featured commissions, exhibitions, performances, public realm projects, workshops and symposia. We presented a range of international artists including Mats Staub and Lara Thoms, national companies including Paraorchestra and Candoco Dance Company and regional and local artists including Amy Vreeke and Laurence Clark. We created online content through our SICK! Digital programme including a series of 12 podcasts by Smug Roberts, linked to Festival 2019 themes and featuring key partners. We also delivered a major radio project with Hunt and Darton and commissioned a film by local artist Jackie Hagan.

Projects were delivered with Manchester Royal Infirmary, Transport for Greater Manchester, Manchester Metropolitan University, University of Manchester, LGBT Foundation, Reform Radio, 42nd Street, RAPAR and Peshkar alongside The Lowry, The Whitworth, Contact, Z Arts and NIAMOS,

SICK! Commissions:

SICK! commissions innovative cross-artform work, bringing artists together with local communities with lived experience, the health sector, community groups/charities and researchers. We create high impact/profile works, with strong legacy in GM and beyond. Our commissioning model attracts considerable international support – eg. Finnish Institute, Government of Flanders, Dutch Performing Arts and Pro Helvetia. Our commissions are regularly exported to other international festivals.

SICK! Community:

In 2019, SICK! committed to working in Moston and Harpurhey for 10 years to make real difference in the community. We will invest in communities and local artists and deliver year-round community-based projects, bringing international calibre artists and companies to co-create work with communities.

Our key objectives for this work are to: improve the quality and experience of the local environment and contribute to local community pride; and build bridges between communities.

Local people will participate in regular creative activity, sharing experiences and work with international, national and local artists. Projects will connect with the history of the neighbourhood and the personal and social histories of people from a range of communities, complementing other creative community activity. Programmes will be driven by our Creative Director and Creative Producer who will be embedded in the community, with a local office base.

ABOUT THE ROLE AND APPLICATION PROCESS

Job Title:	Executive Director
Employer:	SICK! Productions Ltd (also known as SICK! Festival)
Responsible to:	CEO/Artistic Director
Responsible for:	Operations Manager and freelance staff
Contract:	Permanent
Hours:	Full time – 37.5 hours per week (some evening and weekend work is required)
Holiday Entitlement:	25 days per annum, plus Bank Holidays
Notice Period:	Three months
Probationary Period:	Six months
Salary Range:	£40k - £45k (depending on experience)
Pension:	The People's Pension Scheme, Employer contributions 3% gross salary
Location:	Working remotely initially and then in Manchester City Centre
References:	All offers of employment are subject to receipt of satisfactory references

Application Deadline: 17th May 2021 at 5pm

Application Process:

Please submit the following as either PDF documents or in an alternative format if you would prefer (eg video):

1. CV - 2 sides A4 max
2. Completed Diversity Monitoring Form (this information will be stored anonymously and separately to your application)
3. Covering letter (1000 words max) outlining how you meet the criteria in the Person Specification
4. One side of A4 with up to five media/website links to projects that you have been involved with that you are particularly proud of, with an explanation of your role
5. Details of two professional references with current knowledge of your experience and abilities

Please send the above to info@sickfestival.com marked Executive Director Recruitment.

Shortlisted candidates: will be informed by 22nd May 2021

Interview 1: Video link interviews will take place on the w/c 24th May 2021

Second interviews will take place w/c 31st May and will include a presentation to be delivered to the wider SICK! staff team.

JOB DESCRIPTION

Overview of Post:

The Executive Director will work closely with the CEO/Artistic Director who has ultimate responsibility for the direction of the organisation. The Executive Director leads the business development and operation of the charity, maximising resources and ensuring the organisation is run effectively. We are looking for a dynamic and proactive individual who is an enthusiastic communicator, confident in representing SICK! Productions externally and building collaborative relationships with a wide range of stakeholders at a senior level.

Purpose of Post:

1. Work with the CEO/Artistic Director at an executive level to ensure effective strategic development, leadership and decision making
2. Lead on the development and implementation of SICK! Productions' Business Plan, building and maintaining strategic partnerships and key stakeholder relationships that contribute to a sustainable business model
3. Lead and implement fundraising and business development strategies across all areas of SICK! Productions activity
4. Work closely with the CEO/Artistic Director to set and monitor budgets and cashflows and produce financial management reports for the Board of Trustees
5. Take an organisational lead for HR, to make key recommendations to CEO/Artistic Director and Board in areas of performance management, staff achievement, development and remuneration
6. Ensure implementation of and compliance with policies, procedures and legal requirements including employment law and GDPR
7. Oversee the smooth operational running of SICK! Productions including management systems, governance administration, IT and reporting

Essential Duties:

Strategic Planning:

- To work closely with the CEO/Artistic Director and Creative Director in developing and overseeing the delivery of SICK! Productions' business and operational plans, including diversity and audience development action plans
- To work with the CEO/Artistic Director and Creative Director to ensure that the organisation effectively delivers on key strategic goals such as ACE Let's Create Strategy and Investment Principles
- To manage the organisation's strategic objectives, and closely monitor key performance indicators to ensure they are achieved
- To work closely with the CEO/Artistic Director and Creative Director to drive and develop local, national and international partnership development activity including public sector, health, community and Higher Education
- To work closely with the CEO/Artistic Director and Creative Director to develop robust monitoring and evaluation plans and processes
- To oversee marketing, communications and audience development activity

- To oversee the review, updating and implementation of management policies and procedures and ensure compliance with current legislation (to include but not limited to Diversity, Employment, Equal Opportunities, Health and Safety, Company and Charity Law, DDA, etc)

Fundraising:

- To lead on the development, monitoring and implementation of SICK! Productions' fundraising strategy including public funding, education partnerships, trusts and foundations, trading development, corporate sponsorship and individual giving
- To develop, complete and submit funding applications with realistic timeframes and outcomes, with the support of the CEO/Artistic Director and Creative Director
- To lead on the development and maintenance of key relationships with funders, including Arts Council England
- To oversee effective reporting to funders
- To represent SICK! Productions to key strategic partners and stakeholders

Financial Management:

- To ensure strategic and effective financial management of SICK! Productions
- To deliver a strategic approach to budgeting and financial forecasting
- To ensure effective cost control and monitoring procedures that ensure the financial well-being of the organisation including production and distribution of quarterly management accounts, scenario plans and other financial reports as required
- To lead risk management for the organisation, working closely with the staff and Board
- Provide financial, company management and other information for funding applications and reports
- To work with the auditors to ensure timely preparation of the Annual Accounts and Trustees' report for Board approval

HR and Policy:

- Monitor, review, and update policies to ensure they are current and in-line with legislation, regulations, and best practices
- To work with the CEO/Artistic Director and Creative Director to support core staff and freelancers including oversight of recruitment, salaries, contracts, training, personal development/CPD and performance management
- To develop, motivate and lead a confident and professional team ensuring they achieve their targets

Governance and operations:

- To fulfil the role of Company Secretary ensuring SICK! Productions complies with all legislation, reviewing Board constitution and composition
- To ensure regular and effective Board meetings and AGMs are scheduled, overseeing the preparation and circulation of all relevant papers and reporting requirements
- To write and maintain an up-to-date risk register for the presentation at every Board meeting and to work with staff team to identify strategies for mitigating risk
- To arrange the induction programme for new staff and Trustees



- To oversee all aspects of the business from a legal perspective, seeking advice for SICK! Productions when appropriate and advising the CEO/Artistic Director and Board accordingly
- To oversee the reporting activities to revenue funders and statutory bodies e.g. Companies House and Charity Commission etc

General:

- To attend regional and national meetings and conferences, as appropriate
- To keep abreast of developments in the field of management, legislation, and organisational development
- To undertake such other duties as may from time to time be allocated by the CEO/Artistic Director, or the Board

PERSON SPECIFICATION

Essential experience and skills:

- At least five years' senior management experience in the charity sector and / or in an arts and culture environment
- Strong track record in successful fundraising and business planning and development
- A proven track record of leading a high performing team
- A proven track record in risk management
- Excellent communication skills, both written and verbal, with the ability to quickly gain credibility internally, externally and at Board level
- Experience in negotiating, developing and managing high level partnerships
- Financial literacy, business acumen and significant experience in managing budgets
- High level of integrity and professionalism with the ability to demonstrate diplomacy, trust and confidentiality and a "can-do" attitude
- Excellent interpersonal skills and ability to work with people of different backgrounds building strong relationships with a wide range of individual and institutional stakeholders
- A proven track-record in writing monitoring and evaluation reports for funders and other stakeholders
- A demonstrable commitment to equality, diversity and environmental sustainability

Desirable experience and skills:

- An understanding of financial management within the charitable sector
- Experience in corporate governance and Company Secretarial services
- Experience of working in arts and health and/or community development contexts
- Experience of delivering evaluation activity
- Experience of managing marketing, comms and audience development activity

FRONT PAGE CREDITS

(top – bottom, left – right)

Robert Softley, *If These Spasms Could Speak*, SICK! Festival 2014

Photo Credit: Eoin Carey

Candy Chang, *Before I Die*, SICK! Festival 2017

Photo Credit: Trevor Coe

Paraorchestra, *The Nature of Why*, SICK! Festival 2019

Photo Credit: Paul Blakemore

Jaamil Olawale Kosoko, *#negrophobia*, SICK! Festival 2017

Photo Credit: Umi Akiyoshi