



Recruitment Pack - Director

Background:

Llantarnam Grange Arts Centre (LGAC) is Wales's regional centre for craft and the applied arts in South East Wales. Since opening in 1966, we welcome over 50,000 people each year to our unique venue – a late Victorian farmer's house, and a cultural 'oasis' in the heart of Cwmbran. Audiences engage with nationally recognised projects both here and at other venues across the country. The diversity and quality of our exhibitions and learning programmes, our direct support of makers in Wales, and our café and catering offer makes us a much-valued and used resource for Cwmbran's residents and the wider community. An Arts Portfolio Wales client of Arts Council of Wales, LGAC is governed by a Board of Trustees. The day-to-day management, running and delivery of the creative programme is delegated to the Director and their team.

Our Mission:

Advance the understanding and education of the visual arts to benefit the lives of our communities.

Our Vision:

To present the best work being made in Wales and bring to Wales, some of the most important and interesting work being produced nationally and internationally. To deliver a programme of education / participation / engagement activities that is relevant to the lives of our communities.

Our Trustees, staff and volunteers are united in the belief that participation, engagement and education lie at the heart of what we do. We provide opportunities for people of all ages to engage in their contemporary cultural heritage. This is illustrated by the presentation of an exhibitions programme that provides our audience with an opportunity to access creative work of the highest quality. Additionally, through providing a rich and lively learning resource that is inclusive and that offers different ways of learning, we give everyone an opportunity to become actively engaged in the arts, and the wider community. It is this ethos that provides the artistic vision that drives the organisation forward.

Delivery of Our Mission and Vision:

Strengthening our relationships and working in partnership and collaboration with makers, artists and organisations, we continue to innovate and demonstrate our significance as a regional cultural asset.

Celebrating Our Successes:

We are fortunate to be situated in an excellent location in Cwmbran, resulting in over 50,000 visitors last year.

Our exhibitions, learning programmes and the work of our contributing artists in Wales are renowned both locally and internationally. Some highlights are:

Portal Series - We are committed to presenting the work of young and emerging artists and makers. The *Portal Series* which takes place each Autumn has become a benchmark within our programme over the last nine years, enabling artists to develop their professional careers, giving them a first step into becoming a practising artist. We select the graduates from our local graduation shows as well as from the New Designers exhibition in London. Portal offers them not only an opportunity to show their work to the public but also invaluable practical advice on many areas of working as an artist, for instance pricing, insurance, packaging, transport, presentation etc., this is done through personal mentoring as well as talks. We also produce an online catalogue to go alongside each Portal exhibition, giving new graduates their first experience of inclusion in a publication. Over the years we have seen the careers of featured makers and artists grow and develop, their work taking on an assured maturity that demonstrates their potential longevity.

The *Portal Series* aims to present work that stretches the boundaries between applied art and fine art, with many artists exploring a visual communication that challenges the critical debate. The initiative has developed to include a companion exhibition *One Year On*. Presenting work by those who have graduated from the previous year and beginning to establish their creative careers. In 2017 Crafts Council highlighted three of our *One Year On* exhibitors as “ones to watch” - Emma Johnson, Charlie Birtles and Kate Haywood. Kate Haywood will have a solo exhibition with us in 2019 as part of the Language of Clay 2 initiative.

Made by Hand – Cardiff – This has become a significant event held in Cardiff, not only on the Welsh but also the UK Craft Calendar. “Made by Hand is a unique event offering Welsh businesses the opportunity to develop and grow so they can compete on a national and international level. The event is not just about admiring and buying fantastic produce, it’s also a hands-on encouraging participation by providing educational initiatives and opportunities for the wider community to enjoy craft and design.” - **Carwyn Jones, First Minister of Wales**. We have been a partner organisation in the event from its inception 2011 and LGAC staff are part of the selection panel each year. We have had a major stand at the event and provide the activities for young people. We present a selection of significant makers associated with LGAC and use the opportunity to present our work to a new and wider audience. LGAC sponsors a *Showcase Award*, the recipient receives the opportunity to exhibit within our Craft Showcase Programme.

Suffrage and Eighteen - During 2018 we wanted to present work to commemorate two very important centenaries. 1918 was a time of huge political and social upheaval, Europe had torn itself apart in the “War to End All Wars” and revolutionary fervour swept across the continent. At the heart of the political demands was fair and equal representation.

Eighteen – The Lost Generation. We invited applications from contemporary artists aged 18-41 (the age which men were eligible to be conscripted) to produce a piece of work in response to

the centenary of the end of the first world war. Their responses are diverse, thought provoking and moving. Artists selected: Elin Sian Blake, Abi Charlesworth, Louise Fitzpatrick, Catherine Knight, Nicola Harding-Hope, Rhiannon Lewando, Laura Mabbutt, Georgia Player.

Suffrage. The Representation of the People Act 1918 would transform our electoral system for ever. We invited six artists to exhibit work which celebrated this and which bring the visual arts and politics together. In the years leading up to 1918 women were using the skills learned at home to give voice to their political struggle; in aprons, ribbons and banners they visually propelled their calls for universal suffrage to a wider audience. This use of textiles as a way of expressing political or radical thought has continued throughout the 20th and 21st Centuries. These artists and their work make sure we do not forget how far we have come in a short period of time but still how very far we have to go to achieve true equality. Artists: Morwenna Catt, Eleanor Edwardes, Caren Garfen, Rozanne Hawkley, Sue Shields, Ruth Singer

This exhibition was supported by Welsh Government's *Women's Suffrage Centenary Grant Scheme 2018*, one of only 11 successful projects across Wales.

Criw Celf - LGAC has been delivering the Arts Council of Wales's strategic project *Criw Celf* since 2014. We are currently in the middle of our 2017-19 project. LGAC leads on *Criw Celf* in the South East Region, across the County Boroughs of Blaenau Gwent, Caerphilly, Monmouthshire, Newport and Torfaen. *Criw Celf* is our key project to identify talent and nurture skills within the More Able and Talented group of young people. We hope through the project to inspire young people to develop their full creative potential - to improve their artistic skills, confidence, social skills, develop friendships, new ways of thinking and to see that the arts as a future career.

Language of Clay – Our main collaborative project over the next two years, we have been involved in this project since 2016. The *Language of Clay: Part One* took place in 2016-2017, comprised solo exhibitions of work by three Wales based ceramic artists - Anna Noel, Micki Schloessing and Anne Gibbs. All three exhibitions were curated by Ceri Jones from the Mission Gallery and presented at LGAC, Mission Gallery and Ruthin Craft Centre – the partner organisations, as well as touring to other venues across Wales.

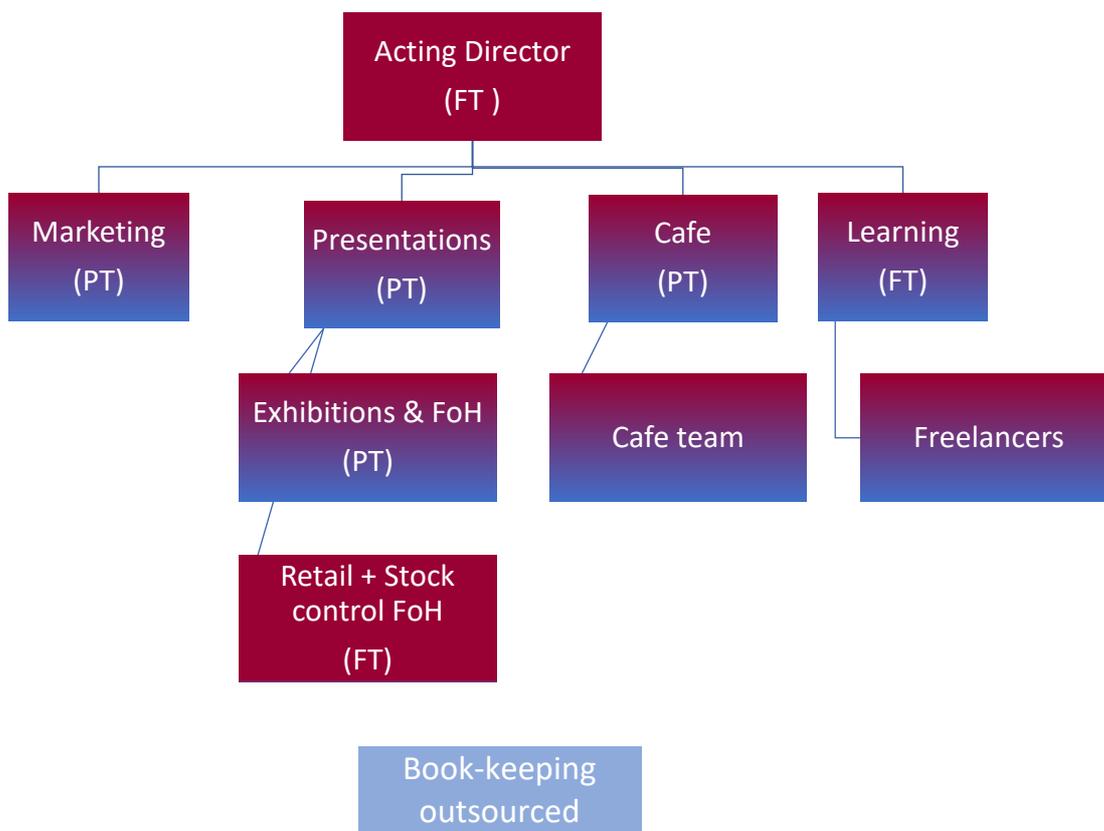
Language of Clay: Part Two continues the theme of bringing the three partners together in a collaborative project. During 2018-19 the project will feature work by Justine Allison; Ingrid Murphy and Kate Haywood. Again, these exhibitions will be presented at the partner venues as well as touring to venues across Wales.

These projects have been highly successful in supporting artists living in Wales, furthering the debate around contemporary practice and in the collaboration of the partner organisations.

Oriel Café LGAC's in-house café provides a relaxed and friendly environment in which our visitors can enjoy an affordable menu of quality home-produce and seasonal specialities. The walls of the café feature changing exhibitions including work by local artists. With a growing reputation for its afternoon teas, the *Oriel Café* Gallery also caters for children's afternoon tea, vintage brunch, buffets and children's tea parties on site.

Further details of our ongoing and successful work, as well as outcomes from our recent work with the Arts Council of Wales Resilience programme can be found in our Business Plan 2018 - 2022, available with the application form on our Website.

Current, interim organisational structure:



Terms and conditions of service:

Salary Scale	£30,000 - £35,000 subject to skills and experience (FTE)
Contract length	This is a permanent position
Contract hours	30 hours per week (part time) May consider full time
Probation	The post is subject to a probation period of 6 months
All new appointments are subject to the receipt of satisfactory references, and criminal conviction vetting clearances plus proof of eligibility to work in the UK.	

Benefits of working for Llantarnam Grange Arts Centre:

Annual leave	22 annual leave days for up to 5 years continuous service, rising in scale to 30 days for over 10 years of continuous service; plus 8 Bank Holiday days. The days are pro-rated for staff working part-time.
Pension	Eligible staff will be auto-enrolled into The People’s Pension. We operate a Defined Contribution pension.
Induction	We provide a comprehensive induction programme to welcome and introduce new members of staff to the organisation.
Training and development	We are committed to ensuring the training and professional development of all our employees.
Family friendly working practices	We offer a range of family friendly working practices such as maternity / paternity leave, adoption leave, flexible working and

	variable time working.
Staff discount scheme	Staff are entitled to 20% off selected purchases.
Trade unions	Staff members have the right to belong to a registered trade union and to take part at any appropriate time in the activities of the organisation to which you belong, including the right to apply for and hold office.

How to apply:

Applicants should complete the application form and Equal Opportunities Monitoring forms available to download from our website. The application form provides you with the opportunity to describe how your personal qualities, experience and qualifications make you a suitable candidate for this role.

Please do not send us your CV – we will only consider completed application forms.

Applications can be submitted in either Welsh or English.

Llantarnam Grange Arts Centre is an equal opportunities employer. Applications are welcome from all sections of the community.

All personal information submitted will be processed in line with our Privacy notice available on our website. This information is shared with us with your consent and will only be shared with those involved in the recruitment process, unless you are successful in the role, in which case it will be saved with your personnel record, in line with our Data retention schedules.

Completed forms should be returned by email to:

ecabuts@lgac.org.uk

Or posted to:

Application for the post of Director

Private and Confidential

Elaine Cabuts

Chair of the Board of Trustees

Llantarnam Grange Arts Centre

St David's Road

Cwmbran

Torfaen

NP44 1PD

The closing date for applications is: 24:00hrs 24 February 2019.

12 March 2019 – Venue tour, presentations to staff and interviews.

If you wish to have an informal chat about the role, please contact Elaine Cabuts on 07803 707984 or ecabuts@lgac.org.uk



Job Description

Job title:

Director - Llantarnam Grange Arts Centre

Responsible to:

The Chair and the Board of Trustees

Responsible for:

The staff and volunteers of Llantarnam Grange Arts Centre

Main purpose of the post:

To develop and help lead on the implementation of Llantarnam Grange Arts Centre's (LGAC) Mission, Vision and strategic business plan.

To take the Centre forward with a world class progressive and creative programme of exhibitions, and education and learning activities, that put LGAC at the heart of the communities it serves, leading the organisation into a sustainable future.

To provide strong and effective leadership and management of staff and volunteers, supporting and enabling them to successfully deliver LGAC's activities, whilst managing transformational change.

To diversify and strengthen LGAC's income-generating activities, building sustainable levels of reserves.

To manage and co-ordinate LGAC's business and activities, complying with relevant legislation as well as charity and company law, and ensuring appropriate financial systems and controls are in place to deliver the business plan within budget.

Be accountable for achieving agreed targets set out within LGAC's business plan and funding agreements.

To act as advocate for LGAC, liaising with and reporting to key stakeholders including the Arts Council of Wales, Torfaen County Borough Council and local Community Councils, to ensure these relationships enable the organisation to grow. To also act as advocate for LGAC with peer organisations within the sector, across the region, within Wales, and beyond.

Principle Duties:

- **Leadership - of programmes and staff** Provide inspiring leadership to enable staff, volunteers and the Board to deliver LGAC's Mission, Vision, Business Plan and recommendations from the Resilience Report. Manage LGAC staff and volunteers, delivering effective staff development opportunities, and conducting regular performance management. Actively promote and participate in supporting the principles and practice of equality of opportunity as set out in LGAC's Equality & Diversity Policy and Welsh Language Policy. Be responsible for the staff's compliance with other LGAC's policies as set out in the Company Handbook.
- **Artistic programme** Develop and ensure the delivery of LGAC's exhibition, events, learning, education and outreach programmes. Lead on creating opportunities for makers and artists to develop their practice through their engagement in these programmes.
- **Advocacy and influence** Provide strategic management to develop LGAC's profile locally, regionally, nationally and internationally. Act as the lead advocate, attending events to represent LGAC in the community.
- **Environment and context** Ensure the Board and staff are appraised of the latest local, political, legislative and socio-economic initiatives and policies that may affect the future direction of LGAC.
- **Resilience** Implement and create a sustainable Resilience Strategy, ensuring LGAC creates improved facilities and enhanced intellectual and physical access.
- **Operational lead** Oversee the management of the *Oriel Café* and LGAC's marketing, publicity, financial management, HR & compliance functions (including GDPR). Ensure the building is properly maintained, and adequately staffed. Be responsible for implementing health and safety and other legislation.
- **Governance** Report on LGAC's performance to the Board. Develop strong and effective relationships with Trustees and funders that result in positive outcomes for LGAC and the people we serve.
- **Company Secretary** Act as Company Secretary and ensure LGAC acts in accordance with the law and relevant legislation.
- **Budget responsibility** Profile, manage and report on LGAC's budget, ensuring financial compliance and delivery of programmes within budget.
- **Financial sustainability** Increase LGAC's unrestricted funds to ensure the future sustainability of the organisation. Manage income-generating activities, funding applications, and other fundraising activities.
- **Support makers and artists** Mentor student makers and individuals in furthering their careers in the arts.
- **Permanent collection** Manage and present LGAC's permanent collection of art.

Other responsibilities:

- Act in the interests of Llantarnam Grange Arts Centre.
- Be prepared to work irregular hours in order to facilitate the effective running of programmes and events.
- Be flexible and undertake such other duties and/or times of work as may reasonably be required to ensure that the operational needs of the organisation are met.



Canolfan y Celfyddydau

Llantarnam Grange

Arts Centre

Person specification

Essential	Desirable
Method of Assessment – Application Form and Interview	
Knowledge required	
An interest in and understanding of Llantarnam Grange Arts Centre’s Mission and Vision and the wider context within which it operates	Excellent knowledge and understanding of contemporary art and craft practice
	An understanding of how LGAC’s work contributes to social inclusion, cultural democracy, civil society, health and wellbeing, artistic development, education and lifelong learning
	An awareness of the current issues surrounding the opportunities and challenges for the arts in the UK and internationally
Experience required	
Demonstrable experience of inspiring, leading and managing a team of people through change	Demonstrable experience of working at a senior level in an arts / cultural organisation
Experience of leading a publicly funded organisation or an organisation with a regional remit	Proven experience in curating, organising or managing exhibition programmes
Proven experience of profiling and managing budgets	Experience working in formal education or a lifelong learning environment
Demonstrable experience of working with a range of communities to ensure their voices are heard and their ideas incorporated into the organisation’s plans	Experience of professional networking and generating fundraising opportunities
	Experience of managing a capital redevelopment project
Academic Qualifications / Standard of Education	
	Educated to degree level or above in art/design, arts management, or other related course

	Relevant qualification in financial management and control/ leadership
Skills required	
Proven ability to take ownership of tasks, and to delegate effectively	The ability to communicate through the medium of Welsh
Able to assimilate complex information using qualitative and quantitative data	
Personal factors required	
Highly motivated and self-aware	
Strategic thinker	
Positive listener and contributor – a people’s person, sensitive and responsive to situations	
Forms positive relationships; shares knowledge and expertise; courteous, responsive and approachable; accepts responsibility	
Flexible, open to change and new ideas, offers solutions when faced with hurdles or problems	
Calm and rational in the face of challenge, willing to challenge others when necessary, listens to and evaluates a range of views and evidence in the formulation of priorities and strategies	

Competencies:

Core Competency	Example behaviour
Working positively with others	Establishes constructive relationships with other staff at all levels of the organisation, and with external partners
Commitment to audiences, customers, and users	Encourages and ensures that internal and external stakeholders and users are central to LGAC’s work
Commitment to diversity and social responsibility	Develops a personal understanding of issues relating to diversity, inclusion, social responsibility and environmental sustainability
Embracing learning, change and creativity	Evaluates the wider environment and understands how LGAC must respond
Delivery of effective outcomes	Displays a strong results-focus and takes the lead in establishing an outcome-orientated organisation