

Recruitment Pack: Executive Director



About Super Culture

Super Culture was launched in August 2023 - bringing together two of North Somerset's arts flagships – Theatre Orchard and Culture Weston. The two have come together with the shared vision to grow an ambitious, playful and inclusive creative culture in North Somerset. We are specialists in creative placemaking and community participation.

Our vision is for Weston-super-Mare and North Somerset to be known for their distinctive culture – places for outstanding arts and cultural experiences that excite and inspire, where community is at the heart of the cultural offer, and creativity is an embedded part of everyday life.

Our mission is to drive an ambitious, outward looking and collaborative approach to arts and culture that enables more people to experience and get involved in culture and creativity as audiences, participants, artists, makers and creatives – boosting wellbeing and bringing positive social change.

We create, produce and present a year-round programme of festivals, events and live performance. We deliver socially-engaged, socially-useful and artistically ambitious cultural programmes in Weston-super-Mare and North Somerset. We create unforgettable experiences and bring stories to life that inspire thinking, fire imaginations and expand horizons.

Our participation programme enables local communities to connect, get creative and take a lead in shaping their local cultural provision. Our creative talent

development supports local artists, creatives and arts projects to grow and thrive. We ensure our programmes are rooted in community priorities by working closely with local artists, residents, community organisations and other stakeholders.

Our work focuses on three areas:

1. Enabling outstanding arts experiences that wow and inspire pride of place
2. Engaging and empowering communities through accessible everyday creativity
3. Building a creative place where people can develop and sustain careers in the creative sector

We began life as Theatre Orchard in 2007 as a series of projects to widen access to performing arts in communities across North Somerset. We have been working in and with our local communities since then to build a vibrant performing arts scene that connects communities and positions North Somerset as an exciting, ambitious and diverse cultural place.

As a charity, we are funded through a mix of grants, including Arts Council NPO funding, project commissions and earned income from our programme.

About Super Culture

We want all Super Culture employees to feel comfortable and able to be themselves at work and our working culture is built on an ethos of collaboration, ambition, inclusivity, and kindness.

The team

We are a team of 9. The Executive Director will join a team that consists of a full time Creative Director, a full time Participation Director, a part time Senior Producer, Marketing Manager, Digital Manager, Finance Coordinator and part time Community and Participation Producers/Practitioners. We also regularly work with freelancers.

Our current team and board of trustees is majority female from a range of backgrounds including global majority, LGBTQ+, working class, disabled and d/Deaf representation.

Including everyone

We believe our work will be stronger with greater diversity. Our goal is to be an inclusive place to work and for our team to fully reflect the communities we serve.

We welcome applications from people of all backgrounds and particularly those that are under-represented in our organisation compared to the communities we serve. This includes people from working class backgrounds, people from the LGBTQIA+ community, and people from Black, Asian, mixed heritage or other global majority backgrounds.

Benefits

Flexible working – we offer hybrid working as standard with a mix of home and office based working. We have a flexible working policy. Our usual working hours are 9am-5pm, however there is flexibility for those that require different working patterns, to be agreed on an individual basis.

Learning & Development – we invest in the growth and development of all our staff, including training, professional qualifications, conferences, and lots of opportunities to go and see work.

Cyclescheme – Cyclescheme is an employee benefit that saves you 25-39% on a new bike and accessories. You pay nothing upfront and the payments are taken tax efficiently from your salary by your employer, and there is no upper limit.

Wellbeing support – Super Culture offers an Employee Assistance Programme that includes a free 24 hour professional counselling and information service that is accessible to employees and their immediate family members over the age of 16.

Pension - 3% employer contribution to a workplace pension.

Relocation support – if you do want to move to Weston-super-Mare we can offer up to £2,000 in re-location expenses before you start the role.



Whirligig Outdoor Arts Festival 2023

About the role

We are seeking an outstanding and collaborative Executive Director to join the leadership team at Super Culture.

The Executive Director will work closely with the Creative Director to enable the growth, development and delivery of the ambitions of the organisation. The postholder will also play a key role in shaping and ensuring the successful delivery of an ambitious and inspirational programme of festivals, events, community-led arts projects and artist development.

We are looking for a co-leader who works with generosity and care to make amazing things happen. Working with the Creative Director, the postholder will be responsible for building a sustainable and flexible business model for the organisation.

We are looking for someone who brings creative approaches to business and finance strategy and has an appetite for developing working cultures that empower distributed leadership and decision-making.

The post holder will have lead responsibility for business planning, finance, income generation, evaluation, HR and artist development. The post holder will work closely with the Creative Director on partnership development and with partners, residents and artists to enable creative capacity building in neighbourhoods across Weston-super-Mare.

This is an exciting time to join the team with Weston-super-Mare benefitting from significant Levelling Up Fund investment and the council launching a new cultural action plan. Weston-super-Mare and North Somerset are also Arts Council Priority Places.

As a key member of the leadership team – working closely with the Creative Director – the postholder will work collaboratively with the staff team, the Board of Trustees, and stakeholders to further progress Super Culture’s growth trajectory.

Together with the Creative Director the role will maintain and nurture a positive working culture that is ambitious and inclusive. This is a leadership position in a growing organisation that is building creative opportunities with amazing communities in Weston-super-Mare.

Equity, diversity and inclusion are at the heart of everything we do, from programming work with, by and for local communities, through to how we budget and build partnerships.

We are committed to our organisation reflecting and celebrating North Somerset’s diversity. We therefore especially welcome applications from people with lived experience of the communities that we work with.



GLOW Light Festival 2023

Main Responsibilities

Strategic Leadership and Business Development

- Work with the Creative Director, team and board to develop and deliver a business strategy that will enable an agile, financially stable, efficient and mission-centric organisation.
- Work with the Creative Director to develop and implement fundraising and income generation strategies.
- Work with Creative Director on building effective partnerships with stakeholders.
- Work with the Creative Director, partners, residents and artists to enable creative capacity building in neighbourhoods across Weston-super-Mare. This might include developing artist development initiatives, project development support and fundraising advice or brokering deals to open new meanwhile cultural spaces.

Finance

- Lead on financial planning and management, setting and monitoring targets, budgets and cashflows.
- Produce financial planning and management reports for the Board and funders and work with our accountants to prepare statutory accounts.
- Oversee financial operating systems and the work of the Finance Coordinator who manages day-to-day finances.
- Ensure staff have clear delegated responsibilities and processes to follow.

Operations and HR

- Work with the Creative Director and team to ensure there is an appropriate organisational structure and team in place to deliver the strategic business plan – leading on recruitment.
- Lead company HR, working with the team to review and implement HR processes (e.g. work planning and professional development) and systems. Ensure they are inclusive, efficient and align with our values.
- Lead company HR policy development and review, working with the team. Ensure policies are reviewed and approved by the Board.
- Oversee the smooth operational running of Super Culture across administration and IT.
- Work with the team to review and improve systems and software (such as data collection and project management) to enhance efficiency.
- Oversee commissioning and contracting of freelance staff and artists. Ensure procedures remain up to date with best practice.
- Lead staff training and development planning.

Evaluation and Reporting

- Develop and oversee the implementation of the evaluation framework.
- Lead on the reporting to all funders, working with team members to gather evidence.

Main Responsibilities

Communications and advocacy

- Be a public advocate for Super Culture. Nurture relationships with artists, communities, stakeholders and funders at local, national and international levels.
- Oversee the marketing and digital team, ensuring Super Culture's communications support our business needs and are in line with our mission and values.
- Attend regional, and national meetings and conferences, as appropriate.

Governance and legal

- Work with the Creative Director to report to the Board.
- Oversee compliance with all laws and regulations including reporting to Companies House and the Charity Commission.

Working Culture

- Work with the Creative Director to cultivate a vibrant and collaborative working culture with inclusion, shared decision making, transparency and accountability at its heart.
- Ensure our practices are inclusive and champion equity and diversity.





Party on the Green community festival

Person Specification

Essential skills, experience and qualities

- Demonstrable experience in a similar senior role, preferably in the cultural or charity sector.
- Proven experience in collaboratively developing and implementing strategic business development plans and a track record of successful fundraising from a range of sources.
- Experience of strategically growing the impact and achievements of an organisation, while managing risk.
- Experience of collaboratively designing and producing bold, ambitious and place-based creative and cultural projects and programmes.
- Excellent financial planning and management skills.
- Experience of developing and implementing effective operational systems and processes (including for finance, project management, HR and evaluation).
- A track record of inspiring leadership and successfully developing teams including managing staff and freelancers, writing briefs, job descriptions and contracts.
- Experienced in developing and managing strategic and community partnerships and networking.
- Ability to work collaboratively, strategically and transparently at a senior level and with a wide range of stakeholders.
- Excellent listening, communication, negotiation and influencing skills.
- Commitment to developing talent and championing a culture of care,

generosity, openness and inclusivity.

- A can do attitude, great at creative problem solving, decisive and enthusiasm to get involved in all aspects of the organisation.

Desirable skills, experience and qualities

- Experience of and strategies for engaging communities as decision-makers and co-creators.
- Experience of commissioning artists to make new work.
- A good understanding of charity governance and experience working with a board of trustees.
- Knowledge of the performing arts and outdoor arts sector in the West of England and wider South West.



Morag Myerscough Super Wonder Shrine

Terms of Employment

Role

Executive Director

Contract

Fixed term until 31 March 2027 (with extension subject to securing further Arts Council NPO funding)

Salary

£43,075

Hours

Full time, 37.5 hours per week (could be done over 4 or 5 days)

Holiday entitlement

25 days per year plus bank holidays

Probationary period

6 months

Place of work

Grove Lodge, Grove Park, Weston-super-Mare, BS23 2QJ.

We operate flexible and hybrid working as standard. In weeks leading up to, and during, our festivals and events, increased in-person working will be required.



Weston Wallz 2023

How to apply

Access & Inclusion

We want to ensure our recruitment process is accessible for you. Please contact us if you have questions about Super Culture, our accessibility provision or the recruitment process. If you require this call out in a different format please contact us at hello@superculture.org.uk.

As part of our commitment to being a Disability Confident Employer we guarantee an interview to anyone who identifies as disabled (as defined by the Equalities Act 2010) that meets the essential criteria set out in the person specification.

Making an application

Please complete our online application form here:

<https://www.surveymonkey.com/r/TTTTQQH>

You will be asked some basic details, to respond to the 3 questions below and to upload a CV.

1. Why do you want to work with Super Culture and in this specific role?
2. How would you describe your approach to leadership and personal motivations?
3. How do you meet meet the essential skills, experience and qualities set out in the person specification?

You can answer the questions in writing or by linking to a video or audio clip. Written answers should be no longer than 250 words for question 1 and 2 and 750 words for question 3. Video or audio clips should be no longer than 10 minutes in length and uploaded to an online platform that does not expire (not WeTransfer).

Further information about the role

If you would like any advice or support on completing the application form, or would like an informal conversation about the role with the current postholder, Tom Newman, please contact tom@superculture.org.uk or call/message 07791010546.

Closing date

Midnight, Monday 26 August 2024

Interview Process

There will be a two stage interview process. Interview questions and information about the panel will be shared 48 hours in advance. If invited to the second interview, candidates will also be required to prepare a presentation – the topic will be shared at least 1 week in advance. There will also be a chance to meet the team.

Interview dates

The initial interview will take place online on Tuesday 10th September 2024, followed by a second in person interview on the 18/19th September 2024.

Start date

We are looking for someone to start the job as soon as possible, but understand that the successful candidate may have a notice period to serve.

Contact

If you have any other questions, please contact hello@superculture.org.uk

**IF NOT
NOW,
WHEN?**

Weston Climate Carnival 2022

