

# Associate Director: OutdoorArtsUK (OAUk)

**Responsible to:** Director

**Supported by:** Director and General Manager

**Salary:** £35,000 pro rata

**Terms:** We welcome part-time, full-time applications or job-share proposals. Contractual period can flex accordingly between 6 and 12-months. Freelance or PAYE according to preference. OAUk are happy to apply to Access to Work for Disabled postholders.

**Location:** Remote (some in-person meetings are expected)

**Deadline:** 4<sup>th</sup> November 2024

**Date of Interview:** 7<sup>th</sup> November 2024



*Frock by Stoppgap Dance Company, photography by Chris Parkes*

## About The Role

We are looking for a mid-career individual from communities who are underrepresented in the arts to join OAUk as Associate Director. The Associate Directorship is part of OAUk's efforts to give opportunities to talented individuals who are often overlooked for leadership positions. The postholder will work closely with OAUk's Director to gain practical experience of taking responsibility of an Arts Council core-funded organisation. The aim of the OAUk Associate Directorship is to diversify the pool of potential leaders in Outdoor Arts.

*OAUk are specifically interested in receiving applications from individuals who identify as having Global Majority and/or Disabled status (including Deaf and neurodivergent).*

The postholder will primarily support the Director to deliver OAUk's programme of work including but not limited to:

- Representing the organisation in meetings with partners and members
- Member's Webinar Series
- Sector Conference (February 2025)
- Boost Programme for diverse individuals

## **Job Description**

OAUK are keen to make the details of the job description as bespoke as possible to the postholder to ensure we play to their strengths and to enhance their viability of future leadership within the sector. Below is a range of responsibilities the postholder may be asked or ask to take on. In your application, please feel free to elaborate on any specific areas you would like to focus on.

### ***Delivering OAUK's Programme of Events and Projects***

The primary focus of the postholder is to support our Director with OAUK's programme of events and projects as outlined in the introduction. Given the flexibility of the role, applicants are welcome to state which events and projects they propose to take on.

*a) Member's Webinar Series*

These are weekly webinars we run that are free to our members. The webinars focus on the four Investment Principles in Arts Council England's 'Let's Create' strategy. We would like the postholder to help us manage speakers who have been curated for the webinar, and to create a toolkit/resource of each webinar as a legacy of the webinar for our members. The postholder may chair some of these webinars. The postholder will support the General Manager and the Communications Manager in coordination, delivery, and marketing of the webinars. Please contact us to get access to the webinars from 2023/24.

*b) Sector Conference (February 2025)*

OAUK is set to organise a sector wide conference in February 2025, and we would like the postholder to help us deliver it. The postholder is expected to liaise with keynote speakers and panelists for breakout sessions. The postholder could also chair one of the breakout panels and facilitate discussion should they feel comfortable to. [Click here to gain insight into our previous conference.](#)

*c) Area In-person Networking Meetings*

OAUK are looking to set up regional networking meetings for our members in each of Arts Council's Areas. The postholder will be responsible for setting dates, location, and venues, and co-host these events alongside our Director. We may also invite a guest speaker to each of these meetings to facilitate a dialogue between the attendees.

*d) Boost Bursary for Diverse individuals*

Boost is our free 12-month membership offer to individuals with protected characteristics that are underrepresented in Outdoor Arts. The postholder will be responsible for marketing, recruitment, and relationship management of individuals who receive Boost bursary.

### **Governance**

The postholder will support the Director and the General Manager to coordinate quarterly Board meetings and the Annual General Meetings of members.

### **Representing the Organisation**

To represent OAUK in professional meetings with partners and members, charring, facilitating or mediating conversations.

## Person Specification

### Essential

- Minimum 5 years of experience working in Creative Industries
- Ambition to be a leader in Creative Industries in the future
- Some leadership experience in an employed, freelance or volunteer capacity
- An understanding or appreciation of the Outdoor Arts sector
- Desire to communicate with a wide range of people
- Event and project management
- Ability to work autonomously and as part of a team
- Good time and personal diary management
- Proficient in Microsoft Office (Outlook, Excel, Word, PowerPoint)
- Experience of a range of online services particularly Mailchimp and SurveyMonkey
- An understanding of social media and communication strategy
- Experience of relationship management with a diverse range of individuals and stakeholders, charring, mediating and facilitating meetings

### Desirable

- Knowledge of ACE 'Let's Create' Strategy, Funding strands and Investment Principles
- Experience of chairing meetings and discussions
- Some experience of developing and implementing strategy



## How to Apply



*Look Mum, No Hands! by Mimbres Acrobatic Theatre and Daryl Beeton, Photography by Rachel Hardwick*

We would ideally like to receive a written CV, but this is not mandatory. The most important information we would like is a **supporting statement**. These can be submitted in any of the following forms:

- You can send a written version, which should be no more than two A4 pages
- You can send a video or an audio recording of the statement – it should be no more than 8 minutes in length

These should be sent to [info@outdoorartsuk.org](mailto:info@outdoorartsuk.org).

### **In the supporting statement, please tell us:**

- Are you looking for full-time, part-time or job share?
- Tell us about your understanding and experience of the outdoor arts sector
- Which part of the job description you're most interested in
- What makes you a good fit for your proposed job description
- How you match the person specification

If you are making a job share proposals, we ask each of the applicant to send through supporting statement and specify who you are job sharing with.

Because of the ambition behind this Associate Directorship, it is mandatory that applicants fill in and submit our **Equal Opportunities Monitoring Form**. [Click here to download our Monitoring Form](#). You are welcome to send your answers as a video or audio file instead.

## About OutdoorArtsUK

OAUk is a national membership and strategic organisation that brings together the diverse parts of the Outdoor Arts sector. OAUk is an Investment Principle Support Organisation (IPSO) of Arts Council England. We advocate for our members and provide them up-to-date information, advice, guidance, professional development opportunities and networking events. We provide extensive listings and event information; and we celebrate the work and achievements of the individuals, companies, and organisations working in this most accessible of art forms.

By 'Outdoor Arts', we chiefly mean performance and installation work taking place in open air events such as festivals, Melas and Carnivals. These events can be situated in town centres, disused spaces, green fields or coasts. Much of the work is free and non-ticketed, with a strong emphasis on engaging with communities and people with less opportunity to experience culture.

## About our Director



Sho was actively involved in the performing arts in Japan as a child, performing in various children's television and film productions as well as on stage with 'Les Miserables' directed by John Caird and 'Waiting for Godot' directed by the late Yukio Ninagawa. He moved to UK in 1995 and graduated from London School of Economics and Political Science in 2005 with a degree in Philosophy and Social Psychology. His studies gave him a

theoretical understanding of how discrimination and segregation come about in social settings. After graduation, Sho worked at Arts Council England, South East and joined Stopgap Dance Company in 2008. Over the course of 16 years, Sho worked closely with his colleagues to develop Stopgap into a world-leading dance company that breaks down barriers for Deaf and Disabled dancers, audiences and producers, while seeing the annual turnover grow from £250,000 to £900,000.

Sho became the Director of OAUk in February 2024. He is on the board of Play to the Crowd (the umbrella organisation for Winchester Hat Fair) and a member of the Area Council for Arts Council England, where he also participates in the Race Advisory Group.