



CENTRE DIRECTOR JOB DESCRIPTION

Forgan Arts Centre (FAC) is seeking to recruit an exceptional candidate to the new role of Centre Director. We are looking for an individual with relevant and proven experience in managing an arts centre or similar. The role requires a candidate with the drive to deliver the ambitious Forgan Arts Centre Business Plans to relocate into larger premises, expand our arts & crafts classes and activities and develop the new income streams required to ensure a sustainable future for the centre while delivering maximum benefit to the community.

You will have proven experience in Strategic, Project and Facilities Management with commercial awareness, ideally in the creative sector. This is an exciting opportunity, working with the Forgan Management Committee, to lead Forgan Arts Centre through its next phase of development and expansion, taking our organisation forwards, building upon the success and recognition achieved to date.

Position	Centre Director
Funded by	Scottish Land Fund
Responsible & Reporting to	The Chair of Forgan Arts Centre Management Committee

Salary:	£37,500 offered Part Time Pro Rata 0.9 FTE £33,750 Plus Pension and Expenses
Term:	Initial 18 months contract (<i>funded by Scottish Land Fund</i>) with the aim to extend this subject to securing additional, external funding
Hours:	Normal Working Hours 9am – 5pm 40 hours per week (Pro Rata 0.9 FTE 36 hours) This senior role requires flexibility as evening and weekend work will be involved
Pension:	Minimum Statutory Pension Employer Contribution 3%
Holiday:	28 Days pro rata (0.9 FTE 25.5 days)

Purposes of the Post	Reporting to the Chair of Forgan Management Committee of Trustees, the Centre Director will be responsible for the Creative, Entrepreneurial and Community Development of Forgan Arts Centre and ensuring that Forgan Arts achieves the aims and objectives of its Business Plans
Key Responsibilities	<ul style="list-style-type: none"> • Deliver the aims and objectives of the Forgan Arts Centre Business Plans • Oversee the relocation of Forgan Arts Centre into the larger premises of The Leng Home • Direct and Manage the upgrade, modification and operations of The Leng Home to be fit for purpose • Lead Forgan Arts Centre through its next phase of development and expansion

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| | <ul style="list-style-type: none">• Identify Funding Sources & New Income Streams to support the capital and revenue requirements of the Forgan Arts Centre |
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RESPONSIBILITIES

Reporting to the Chair of Forgan Management Committee, the Centre Director is responsible for delivering Forgan Art Centre's strategic aims, providing inclusive, social, artistic and creative experiences and opportunities, in the community, for people of all ages and abilities. The Centre Director will be expected to direct the growth and development of the organisation, in terms of its impact and future financial sustainability. We are looking for a candidate with flexibility and a wide range of skills to lead the centre through this next phase of growth. You will need to demonstrate that you have the abilities and experience to:-

- Develop a strong working relationship with the Forgan Management Committee
- Deliver on the business plan whilst developing plans - new products & services -for the future of Forgan Arts Centre
- Oversee the finances, develop and submit funding bids
- Provide positive leadership of Forgan Arts Centre to ensure that it continues to grow and serve its community
- Provide management, support and motivation of the staff, volunteers and supporters
- Implement more sustainable operations within the Arts Centre
- Build productive working relationships with artists, students, funding organisations, partners, stakeholders and corporate supporters
- Communicate with confidence and demonstrate clear and effective decision-making
- Be flexible and adaptable to working hours

APPLICATION PROCESS

Applications should be sent to lynseysmiles@outlook.com and should be received by 5pm on Friday December 3rd 2021. Applications should comprise the following

- A cover letter describing how your knowledge, skills and experience align with the requirements set out in the job description and confirmation of your eligibility to work in the UK.
- A full CV with education and qualifications, employment history with record of positions held, responsibilities and relevant achievements
- The names and emails of two referees who will be contacted only if your application is successful

ADDITIONAL NOTES

Candidate Specification

Executive Summary Business Plan

Closing date: 5pm December 3rd 2021

Interviews will be held in early December

For more information, please contact: Lynsey Smiles on 07727 021577 or lynseysmiles@outlook.com