



**JOB INFORMATION | Deputy Development Director (Maternity Cover)**

**Salary:** £45- £55K gross per annum (Dependent on experience)

**Official Start Date:** Early January 2020 (subject to notice periods and availability)

**Contract Type:** Full-time, 12 months fixed term



**1. Artichoke Background**

Artichoke was founded in 2006 with its now legendary presentation of Royal de Luxe's *The Sultan's Elephant*, which brought London to a standstill as audiences were transfixed by the surprise arrival of a giant puppet and a time-travelling elephant. The production brought joy to hundreds of thousands of people as they explored the capital, turned into a playground, magically liberated from its day-to-day, traffic clogged restrictions. The production challenged the political arts establishment to rethink its largely venue-based approach to large, cultural events and demonstrated the potential for the temporary transformation of the public realm through the creation of a moment of extraordinary art.

Over the last 12 years Artichoke has produced a total of 18 groundbreaking productions, ranging from *One & Other*, Antony Gormley's 2400-hour living

portrait on the Fourth Plinth in Trafalgar Square; through *Peace Camp*, a lyrical set of installations created by Deborah Warner and Fiona Shaw for the London 2012 Festival; to the *Lumiere* festivals produced in Durham, Derry-Londonderry and London. *Lumiere* has become a core feature of the cultural landscape and has set the benchmark for outdoor, city-wide, winter arts events.

*“What was it that made Londoners leave their homes and tourists their hotels during the city’s coldest four nights in years and, as many spontaneously did, lie face up on the freezing tarmac of Oxford Circus? Light is one answer. Art, another. For those four days the art scene in London was transformed”* John Nathan, *The Times* on *Lumiere* London 2016.

In September 2016, Artichoke produced *London’s Burning*, a four-day festival of arts and ideas, to commemorate the 350th anniversary of the Great Fire of London. Across the City of London, six international works invited audiences to reflect on the scale and impact of the historical fire, whilst also considering contemporary threats to London’s survival. At the centre of the festival was *London 1666*, an extraordinary, sculptural representation of the sixteenth-century London skyline. Conceived by American artist David Best, the sculpture was built by a team of young Londoners, who worked with professional carpenters to realise the artist’s vision. Floated down the Thames on barges, the 120m sculpture was burnt on the river in central London in a spectacular reminder of the events of the 4th September 1666.

Most recently, Artichoke produced PROCESSIONS, commissioned by 14-18 NOW to mark 100 years since the first UK women won the right to vote. On Sunday 10<sup>th</sup> June 2018, tens of thousands of women and girls wearing green, white or violet walked in bands of colour through the streets of Belfast, Cardiff, Edinburgh and London, to create a living portrait of women in the 21<sup>st</sup> century. Many were carrying hand-crafted banners, made in the preceding months as part of a nationwide, creative programme, which commissioned 100 women artists to work with community groups up and down the country.

## 2. The Role

Artichoke is seeking an outstanding Development professional to join its award-winning fundraising team, responsible for realising some of the UK’s most celebrated outdoor events over the past ten years. From *The Sultan’s Elephant* taking over the streets of central London in 2006, to the inspirational, burning *Temple* in Derry in 2015, Artichoke is proud of its capacity to astound, disrupt and surprise. These projects, however, are costly and dependent upon the success of complex fundraising campaigns capable of raising millions. This requires a good deal of creative thinking, an entrepreneurial spirit and a determination to make things happen.

We are seeking an exceptional individual to join us temporarily for the role of Deputy Development Director (Maternity Cover). The ideal candidate will be highly motivated with extensive experience of managing a small committed team in a highly pressured environment. This position will suit a fundraising professional specifically with specialist experience of securing major grants from Trusts and Foundations and Statutory sources.

They will have a minimum experience of five years working in a Development role in the Arts, or relevant sector, and possess an excellent commercial acumen.

### 3. Company structure

Artichoke is a charity, funded as a National Portfolio Organisation by Arts Council England. Under the guidance of the Board chaired by Stephanie Flanders, Helen Marriage, Artichoke's founding Artistic Director, leads the organisation. The permanent staff team of 18 is divided across the core departments of Production; Development; Communications and Administration. The core staff devote their time to delivering the programme of large-scale projects initiated by the Artistic Director.

### 4. How to apply

Please read the information in the Job Description and Person Specification on the following pages.

The Job Description may be downloaded from:

<https://www.artichoke.uk.com/category/jobs/>

Please send a CV and cover letter by email to: [recruitment@artichoke.uk.com](mailto:recruitment@artichoke.uk.com) addressed to Sarah Coop, Development Director with '**Deputy Development Director (Maternity Cover)**' in the subject heading.

**Closing date for applications:** 15 November 2019

**1<sup>st</sup> Interview dates:** 20<sup>th</sup> – 21<sup>st</sup> November 2019

**2<sup>nd</sup> Interview dates:** 26 – 27<sup>th</sup> November 2019

**Start date:** We are seeking a replacement for a start date in early January 2020

Artichoke is an equal opportunities employer. We welcome applications from all groups, especially those currently underrepresented in the arts sector and actively encourage those from diverse backgrounds to apply.

## DEPUTY DEVELOPMENT DIRECTOR (Maternity Cover)

### JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b>	Deputy Development Director (Maternity Cover).
<b>Based:</b>	London, currently E1. Some travel around the UK and ROI will be required.
<b>Reports To:</b>	Development Director.
<b>Responsible for:</b>	Development Managers, Co-ordinators, Assistants.
<b>Key Relationships:</b>	Development team, Artichoke Directors, Producers, Artists and core staff at Artichoke and Galway 2020; Artichoke funders and donors, project stakeholders.

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### Job Summary

The Deputy Development Director (Maternity Cover), in consultation with the Development Director, ensures a strategic approach to all areas of fundraising, with a particular responsibility for raising funds from Trusts and Foundations and Statutory sources.

### Duties & Responsibilities

- Working with the Development Director to develop a strategy for raising funds from private and public sector grants, regularly analysing and evaluating the effectiveness of the strategy, as well as other areas of fundraising activity;
- Working with the Development Director to grow and shape a committed fundraising team, in order to work collaboratively with the wider organisation;
- Line manage a small team, building on existing skills and experience to enable delivery of ambitious fundraising targets;
- Identifying opportunities to generate and increase income from Trusts and Foundations, researching potential sources of funding, discussing/reviewing targets, areas of support and application deadlines with the Development Director for each project;

- Making initial telephone/email enquiries to potential funders, securing and attending introductory meetings with prospects and following up;
- Writing well-researched and persuasive funding applications, proposals, strategy papers, letters and reports;
- Developing project outlines, presentations, timelines and budgets for artistic and education projects, working closely with Production, and engaging with colleagues across the organisation, artists and/or partner organisations as required to build fundraising opportunities;
- Fostering, maintaining and developing relationships with a variety of potential and existing funders, as agreed with the Development Director;
- Capitalising on opportunities to inform and involve funders in the development and delivery of projects;
- Ensuring accurate and timely reporting against agreed outcomes;
- Ensuring the functionality of the Fundraising Progress Chart, updating targets, recording funds raised and purpose of funds, liaising with the Director of Finance and Operations and the General Manager for cash flow purposes, reconciliation and invoicing;
- Contributing to fundraising and cultivation events: contributing to guest lists, sourcing event spaces where needed, attending department, Artichoke and third-party events;
- Ensuring the accuracy and upkeep of Artichoke's databases in liaison with the Development team, especially with regard to updating contact details, tracking reporting requirements, raising invoices, maintaining paper and CRM database systems;
- Developing a sound knowledge of Artichoke's work and staying abreast of forthcoming projects and activities, in order to identify suitable funding opportunities;
- Keeping up-to-date with the arts and fundraising sectors, researching new ideas and opportunities and maintaining standards of best practice;
- Complying with all departmental and company procedures.

## **Knowledge & Skills Required**

### **Essential:**

- Minimum experience of five years working in a Development role in the Arts sector or sales environment;

- Previous experience of line-management with ability to motivate, coach and build high-performance teams;
- Strong ability to identify and nurture talent within the Development team and encourage successful internal progression to support the wider organisational need;
- Previous experience of working with major donors;
- Demonstrable ability to work to deadlines;
- Comfortable with working to ambitious targets;
- Strong financial/budget management experience;
- Ability to manage own workload and work in high-pressure environment;
- Excellent presentation and negotiation skills;
- Ability to use initiative and take ownership of issues;
- Exceptional people management skills;
- Excellent computer and database skills - Word, Excel, PowerPoint;
- Excellent research skills.

**Desirable:**

- An understanding and awareness of working on live events in the public realm or within the performing arts sector;
- A Degree.

**General requirements required of all Artichoke staff**

- To contribute to the development of a professional working and learning environment within the organisation;
- To contribute to the organisation's understanding of diversity and its implications for the arts and to ensure that this understanding informs all the organisation's activities;
- To ensure adherence to the organisation's policies and procedures with particular reference to equal opportunities and health and safety;
- To work in a flexible manner in line with the organisation's corporate objectives and role and to be willing to undertake other duties as reasonably requested;
- To provide excellent customer care in dealings with the public;
- To deputise for senior colleagues as appropriate;
- The ability and willingness to work flexible hours and to travel as required.

## **Artichoke Deputy Development Director (Maternity Cover)**

### **Summary of terms and conditions**

#### **Salary**

£45 – 55K, depending on experience, per annum paid in monthly instalments in arrears.

#### **Contract:**

This is a full-time 12-month fixed-term position, subject to successful completion of the three-month probationary period.

#### **Pension**

Artichoke is enrolled in a pension scheme with Standard Life. Upon completion of your probation period you will be eligible to join the company scheme with a combined contribution of 8%.

#### **Annual leave**

25 days per annum. You will also be entitled to Bank Holidays.

#### **Probationary period**

3 months

#### **Notice period**

3 months (1 month during probationary period)

#### **Location**

The post is based in Artichoke's offices, currently in London E1. Travel to Ireland will be required.

#### **Hours of work**

Hours of work will inevitably vary according to the nature of the workload, but generally will be a minimum of 35 hours per week, Monday-Friday, 10am-6pm. Additional hours may very occasionally be required as necessary for the successful performance of the job, but overtime or time off in lieu will not be given.

Artichoke is an equal opportunities employer.

**Further information:** Please email [recruitment@artichoke.uk.com](mailto:recruitment@artichoke.uk.com) to arrange a call if you have any queries about the role or application process.