

ilkley literature festival

RECRUITMENT PACK



Job Title: Director

Location: Ilkley, West Yorkshire

Hours: 28 per week (0.8 FTE)

Salary: £35,000 per annum, pro rata

Location: Ilkley, West Yorkshire

Reports to: The Chair and Board of Trustee

Direct Reports: Core staff (currently 6 reports), and freelance contractors as required.

ABOUT ILKLEY LITERATURE FESTIVAL

Ilkley Literature Festival (ILF) is the longest-standing literary festival in the north of England with an enviable reputation for curating compelling events, a strong commitment to cultural diversity, supporting both emerging and mid-career writers, and its extensive and innovative programme of work for and with children and young people.

ILF aims to bring the best of contemporary literature from the UK and beyond to West Yorkshire, exciting and involving people of all ages and backgrounds in the discussion and enjoyment of writing and reading, books and ideas. Nurturing new writing talent and making an artistically compelling creative case for diversity are central elements of ILF's artistic ethos.

ILF delivers these aims by:

- Curating imaginative live literature events

- Staging a 17-day Festival each October, comprising more than 200 events across 20 venues and attracting total audiences of 26,000
- Supporting, mentoring and commissioning new, emerging and mid-career writers
- Bringing major national and international writers to the region. Previous luminaries include Maya Angelou, Margaret Atwood, Alan Bennett, Pat Barker, Ted Hughes, Simon Armitage, Benjamin Zephaniah to name a few.
- Presenting Words in the City Leeds, an annual weekend celebration of spoken word performances and poetry in the centre of this vibrant Yorkshire city
- Embedding principles of inclusion and the creative case for diversity at all levels of the organisation
- Making arts events accessible to people with low-levels of cultural engagement
- Delivering an expansive year-round programme of education and outreach work engaging children, young people and communities with literature, reading, writing and creative participation in the arts
- Increasing aspirations, skills and opportunities for participants, emerging writers and future arts leaders

ILF is an Arts Council England National Portfolio Organisation and also receives regular funding from Bradford Metropolitan District Council.

ILF is also supported through a key partnership with The Cultural Institute at the University of Leeds Cultural Institute.

HISTORY

“Ilkley is the right size for a Festival town... large enough to provide various amenities and small enough to stroll around and run into everybody.”

— JB Priestley, writing in support of the first Ilkley Literature Festival

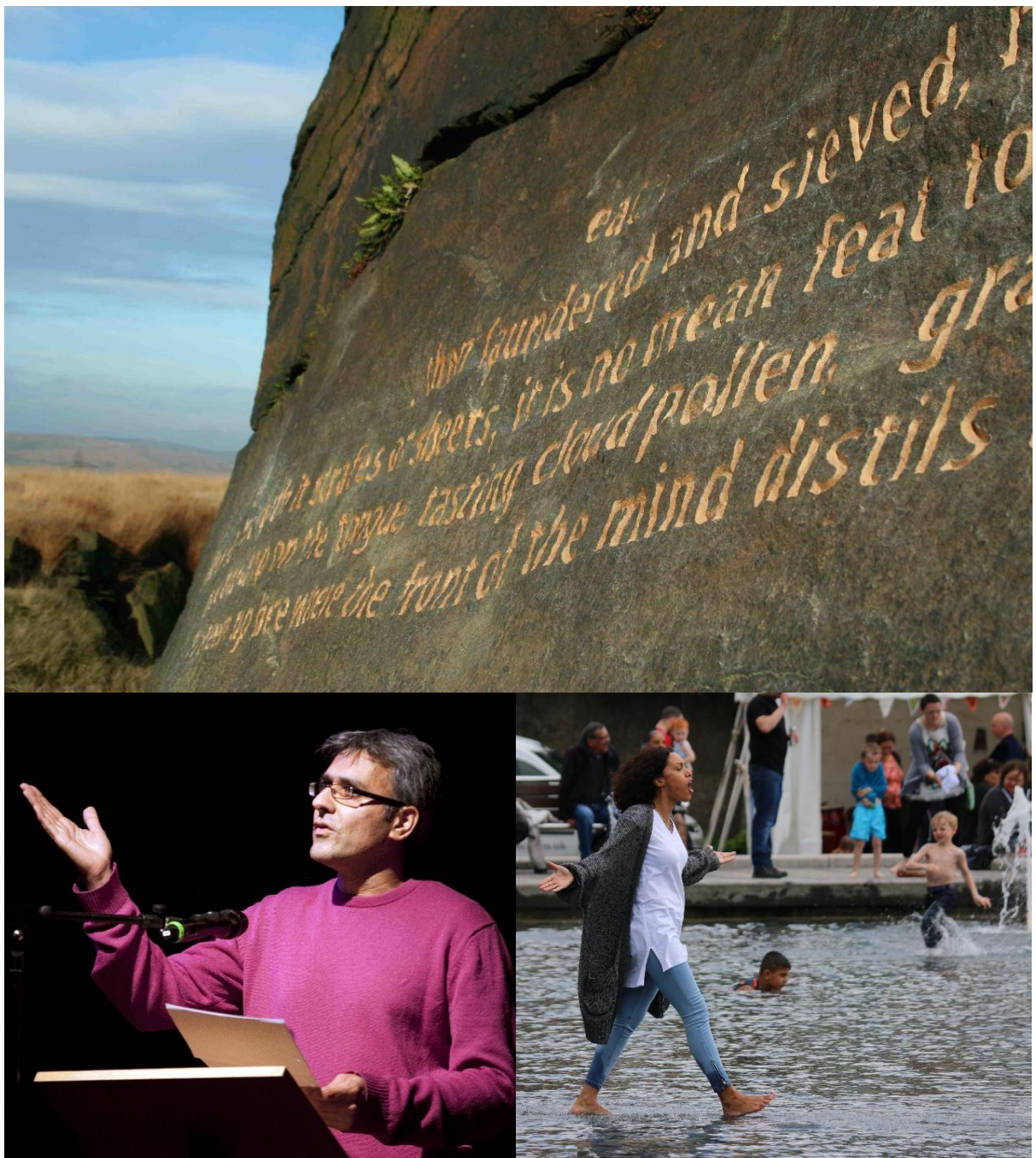


Ilkley Literature Festival was the brainchild of Michael Dawson, the first Director of the then, newly formed, Yorkshire Arts Association, and Peter Harland, then editor of the Telegraph and Argus and Chair of the Yorkshire Arts Literature Panel, who at the time both lived in Ilkley.

Following two years of planning and fund raising, the first Festival was launched by W.H. Auden in April 1973, in one of the poet's last public appearances. At first biennial, the Festival became a regular yearly event by 1988, going from strength to strength.

Today the Festival is held over 17 days at the start of October in this picturesque Victorian spa town at the foot of Ilkley Moor. The town is surrounded by stunning Yorkshire countryside, but only fifteen minutes from Leeds Bradford airport and easy distance of Haworth, Harrogate, Leeds and Bradford.

ILF activities are no longer confined just to October, with special events taking place across the year and an annual spoken word festival, Words in the City held in Leeds each spring.



JOB DESCRIPTION & PERSON SPECIFICATION

Key Responsibilities

Vision and Strategic Planning

- Define a clear, compelling and coherent artistic vision and business strategy for Ilkley Literature Festival in line with the organisation's mission and aims.
- With the Board, develop and implement strategic plans in line with resources to ensure ILF is well-positioned within the current arts landscape/environment/ to take advantage of opportunities for growth and organisational development.
- With Board and Assistant Director, devise and deliver plans for income generation, fundraising, sponsorship, external relations and strategic partnerships to identify and maximise potential sources of income to support the core work of ILF and future talent development, education and outreach opportunities.
- Ensure principles of inclusion, accessibility and the importance of reflecting the diversity of modern British life are embedded at all levels of the organisation and within the artistic vision.
- Oversee the development of successful and innovative communications strategies which meet audience development targets for new and existing audiences and enhance brand recognition.

Artistic Programme and Production

- Lead on and oversee the artistic programming of the festival, working with festival staff and external contributors.
- Overall responsibility for ensuring programme maintains ILF's long-standing national reputation for high standards of artistic quality and delivers against financial and audience targets.
- Ensure programming is inclusive and reflects the Creative Case for Diversity by championing writers from all backgrounds.
- Ensure programme maintains ILF's commitment to showcasing and supporting new and emerging writing talent.
- Oversee the effective planning, management and operational delivery by the staff team of programme co-ordination, event production, communications and marketing, box office and ticketing and sponsorship and partnership commitments.

Advocacy

- Act as the public face of ILF, representing and championing the organisation at external events and in the media, building relationships with key funders, partners and stakeholders, and seeking new connections and opportunities.
- Attend networking events locally, regionally and nationally, as appropriate, as an advocate for ILF and for the arts and culture.

Governance, Leadership and People Management

- Work co-operatively and collaboratively with the Board of Trustees, key funders and other stakeholders to maintain effective communications, ensure transparency and strengthen relationships.
- Ensure the Board of Trustees are provided with clear, comprehensive and timely reports to enable decisions on all matters of policy, strategic business and artistic planning and budgeting to be made in a considered and informed manner.
- Overall responsibility for ensuring compliance with all legal obligations and requirements, including legislation regarding Limited Companies, Charities, Health & Safety, Employment, GDPR, etc.
- Lead, inspire, motivate, manage and support ILF's small, talented and dedicated core staff team.
- Overall responsibility for establishing and maintaining a high quality of delivery in all aspects of ILF's work and ensuring staff resources and individual performance levels are managed effectively.
- Create organisational culture which values and enables opportunities for professional development for staff, volunteers, writers and artists through regular appraisals, training and mentoring in line with HR policies and plans.

Education and Outreach

- Lead on and work with the Education and Outreach Worker to build upon and develop ILF's strategy and artistic vision for its work with children, young people and communities.
- Manage and support the Education and Outreach Worker and freelance contractors to deliver a year-round programme of education and outreach activities which:
 - maintains ILF's reputation for innovation and high-quality delivery in line with Arts Council England's Quality Principles;
 - increases opportunities for audience engagement and participation;
 - use literature, reading and writing to encourage creativity, improve communication and literacy skills and build confidence in young people and communities;

- employs robust systems for monitoring and evaluating impact and outcomes;
- effectively shares and disseminates learning and best practices within the sector

Finance and Fundraising

- Work with the Board Finance Sub-Committee, Assistant Director and Finance Officer to plan and implement annual budgets, ensuring robust financial management strategies and long-term sustainable financial planning
- Report regularly to the Finance Sub-Committee and full Board to enable effective monitoring of financial position and inform strategic and business planning
- Review and support monthly and quarterly management account planning, liaising with Assistant Director and Finance Officer
- With Board, oversee the Assistant Director and Finance Officer in implementing appropriately robust financial controls, systems and procedures
- With Assistant Director, determine clear framework for delegation of operational budgets and levels of authority within staff team
- Work with the Assistant Director to develop and implement effective plans to maximise income generation from diverse potential revenue streams including earned income, sponsorship, individual giving, public funding and private grants.
- Oversee the submission of funding applications, providing strategic and artistic content as needed, and ensure all monitoring, evaluation and reporting requirements are met.

Person Specification

The Festival Director is an inspiring, ambitious and enterprising cultural leader. They possess the necessary artistic and business acumen required for this exciting position, including the following knowledge, skills, experience and personal qualities:

Vision and Strategic Planning

- Strategic vision, personal drive and energy
- Senior management experience within the arts/cultural sector
- Entrepreneurial approach, ability to identify opportunities and proven track record of generating revenue across diverse income streams
- Understanding of, and commitment to, principles of inclusion and diversity
- Understanding of communications and audience development strategies and operational plans

Artistic Programme and Production

- Knowledge and appreciation of literature, knowledge of the publishing industry and/or literature sector
- Artistic programming experience
- Experience of commissioning artistic work and developing artists/writers

Advocacy

- Strong advocacy skills and experience, ability to communicate ILF's vision, mission and values at all levels

Governance, Leadership and People Management

- Strong leadership skills and ability to motivate, inspire and manage a team
- Excellent written and verbal communication skills, an aptitude for negotiation and a capacity to facilitate productive relationships
- Understanding of the charitable sector and governance

Education and Outreach

- Experience of developing and managing education and outreach projects for children, young people and/or communities

Finance and Fundraising

- Sound financial and business acumen; experience in budget management
- Demonstrable experience of fundraising in cultural sector; experience of bid writing, grant monitoring and reporting, developing sponsorship and partnership proposals, individual giving strategies

General

- Able to work under pressure and meet deadlines
- Pragmatic approach and ability to problem solve
- Good IT skills, ability to administrate own work
- Ability and willingness to engage with social media platforms in support of ILF's digital strategy



TERMS AND CONDITIONS OF EMPLOYMENT

- Initial 5-year fixed term employment contract, with opportunity to extend by mutual agreement. The Board of Directors are willing to consider engagement on a freelance basis dependent on the circumstances of the successful candidate.
- The position will include a 6-month probationary period.
- During the probationary period one month's notice will be required on either side, rising to three months' notice upon successful completion of the probation.
- Holiday entitlement is 28 days pro-rata inclusive of UK Bank Holidays.
- ILF operates a NEST workplace pension scheme for eligible employees.
- ILF operates a flexible approach to working hours, with normal office hours between 8.30am and 6pm, Mon-Fri. Some evening and weekend working will be required, particularly during the October festival period.

HOW TO APPLY

To apply for the role, please complete the following:

- application form ([download here](#))
- equal opportunities monitoring form ([download here](#))
- a covering letter explaining why the position interests you and demonstrating how you meet the requirements of the job description and person specification.

Please note: You may enclose a CV to support your application if you wish, but applicants who do not also supply a completed application form will not be considered.

Completed applications should be sent by email to Assistant Director Erica Morris at erica.morris@ilkleyliteraturefestival.org.uk or by post to:

Recruitment
Ilkley Literature Festival
9 The Grove
Ilkley
LS29 9LW

Applicants personal details will be kept on file for six months, after which they will be confidentially deleted or destroyed.

DATES

- The closing date for applications is: **10am, Monday 11 February 2019**
- Interviews are scheduled to take place week commencing **25 February 2019**
- The position is available with an immediate start.

FURTHER INFORMATION

If you require any further information or have any questions you would like to ask about the role before making an application, please contact Erica Morris, Assistant Director, on **01943 601210** or erica@ilkleyliteraturefestival.org.uk