



Art Asia Trust Ltd Job Description

Job Title: Creative Director

Responsible to: Board of Trustee /Directors

Staff Managed: Freelance tutor & artists and freelance Marketing and Administrative staff

Purpose of the job:

- To provide artistic vision and leadership to deliver a vibrant arts and cultural programme along with projects aligning with Art Asia's mission statement
- To organise and develop the Annual Southampton Mela festival
- To develop and deliver the company's business plan which includes securing new funding sources in addition to retaining the funding from Arts Council England and Southampton City Council
- To be Art Asia's principal public advocate to all stakeholders (audiences, artists, students, funders, supporters and partners)

Responsibilities:

Artistic and Strategic leadership and management

- To develop and deliver the company's business plan which incorporates commissioning artistic and educational programmes independently and with partners
- To ensure effective financial management in line with approved budgets and forecasts and report to stakeholders and the Board
- To ensure that the company's operational and management policies that are required for the smooth and effective operation of the organisation are kept up to date in compliance with the legislation and advice the Board on these policies.
- Build relationships and develop partnerships, collaborations and co-productions with a variety of organisations including the partners in the cultural quarter of Southampton
- To create a thriving, sustainable South Asian arts education service by involving schools and communities in Southampton in support of Southampton Mela and, if resources and opportunities permit, to include the wider geographic catchment area



- To actively engage people in order to develop an understanding and appreciation of South Asian arts and create access to South Asian arts for all
- To encourage and nurture local talent and provide the highest quality arts experience for all participants
- To keep abreast of current national and international trends with regards to South Asian arts and intercultural practice
- To be responsible for keeping the information in social media (website and other digital platforms) up to date and relevant
- Act as Company Secretary, managing all relevant legal & statutory requirements including compliance with Charities Commission and Companies House requirements.

Funding and financial management

- Apply for and secure project funding from public and private sources to develop and maintain artistic and creative activities
- As the key advocate of Art Asia, identify partners and financial resources for the company's creative projects and activities
- Work with the Treasurer to manage all areas of Art Asia's financial administration including setting budgets, reviewing management accounts, attending Board meetings and reporting to the Board
- Negotiate and manage all contractual processes by working closely with artists, arts venues and other partner organisations

Resource management

- To appoint, manage, assist and guide the staff including the administration and the marketing personnel, artists, tutors or others engaged on projects
- To produce and monitor work plans and budgets for staff
- To ensure that Art Asia has sufficient physical and administrative resources to carry out its work effectively
- Ensure an accurate, confidential and effective service by maintaining up-to-date filing systems (paper and electronic) and security of information in accordance with the policies and relevant legislation



- Develop and deliver fundraising and communications resources on time and to budget, including flyers, surveys, direct email, newsletters, applications, videos, images and reports
- To facilitate the recruitment of company directors

Employment Terms

Annual salary	£35,000 - £40,000
Probationary period	12 months
Annual leave	20 days' paid annual leave (rising to 25 days after 5 years' continuous service) and designated bank holidays
Pension	Contributory membership of the NEST scheme