

CROMARTY ARTS TRUST
ARTS DEVELOPMENT OFFICER
FURTHER PARTICULARS

**24 Hours per week for a salary of £20,592 per annum
(full time equivalent £30,030)**

The Cromarty Arts Trust (Reg Charity: SC003018) is seeking a new Arts Development Officer to manage its vibrant programme of arts activities and further develop the Trust's role as a leading player in the Highlands art scene (see the Trust's website www.cromartyartstrust.org.uk)

The Cromarty Arts Trust organises and hosts a year-round programme of arts, crafts, music and literature workshops and courses; events (including the flagship 'Crime & Thrillers Weekend'), exhibitions, live music concerts of all genres, comedy and theatre. It promotes residencies in Cromarty to artists from across Scotland and internationally, and runs courses in silversmithing and stone lettering led by leading practitioners of these crafts. Over the years, it has also organised academic conferences, published the work of individual artists-in-residence and collaborated with other groups in arranging community events and environmental projects.

The Trust's dynamic programme of events and activities is centred on the fine listed buildings that the Trust has restored over the last thirty years and now operates for arts and educational use: the Stables (artist studios; main exhibition and event venue), the Old Brewery (accommodation for 22; dining facilities & public spaces for events, conferences, hires) and Ardyne (five en-suite bedrooms & communal kitchen). Although the Trust's activities dropped with the onset of Covid lockdowns its staff displayed remarkable resilience in the face of these challenges and took pride in ensuring that the Trust was one of the first arts organisations in Scotland to resume its programme of classical concerts and arts activities. It expects its turnover for its current financial year to 31 July 2022 to be back to c £150,000.

The Arts Development Officer is a key player in the small team that runs these activities and buildings. They will work alongside the Administration Officer and Operations Supervisor (both part-time) and a committed group of Trustees who both provide strategic oversight and also help run (along with other volunteers) the Trust's day-to-day activities. The successful candidate will have the energy and experience to maintain and develop the Trust's programme of activities, and should have the character and appetite to become a valued and influential figure in the life and workings of both the Trust and the wider community of the Highlands.

Key Responsibilities

The key responsibilities of the post include the following:

- To maintain, develop and organise the Trust's programme of workshops, courses, exhibitions, live performances and other events and activities in Cromarty in keeping with the aims and objectives of the Trust and in ways which make best use of its buildings.
- To design and implement all marketing and publicity to bring participants to attend the Trust's programmes and to use its residential and other facilities – e.g. through social media, newsletters, press releases, listings, posters and flyers.
- To maintain and regularly update the Trust's website and social media sites to promote the work of the Trust.
- To use knowledge of the arts, culture and music worlds to identify trends as well as musicians, artists and tutors to lead events and to target marketing to reach potential participants.
- To promote and manage the residency programme.
- To identify sources of grant funding and to prepare applications for grants and sponsorship to enable the Trust to undertake its annual programme of events and capital programmes (e.g. building upgrades).

Routine Activities

The postholder will also contribute to the following routine activities:

- To run the Trust's office in conjunction with the Trust's Administrator, dealing with bookings and enquiries from customers.
- To manage course evaluation.
- To attend Trust events, concerts, exhibitions, workshops and other events to assist with the set-up and management and ensure their smooth running.
- To work with the Trust's Administrator in setting and monitoring prices and costings for the events programme as part of the annual budgeting exercise and to plan the delivery of the programme to the budget approved by the Trustees.
- To help organise and to work with volunteers, friends and interns in the delivery of the Trust's programme of events and activities.
- To cover the key tasks of the Administrator's role when they are on leave.
- To maintain and increase the Trust's excellent reputation and high profile.

Requirements of Successful Candidate

Essential

1. Experience of creating, developing and delivering high quality, successful arts events and activities
2. Creative marketing skills required to maintain and develop the arts and music programme
3. Excellent understanding of social media & IT skills (websites, Facebook, Twitter, etc)

4. Experience of grant applications and fund-raising
5. Excellent organisational, administrative and budgeting skills and the ability to set and manage own workload
6. Excellent verbal and written communication skills
7. A readiness to enjoy meeting and talking to guests and visitors and taking part in the Trust's programme of events and activities
8. Flexibility and ability to work some irregular hours, as required
9. Hold a clean and valid driving licence and have access to a vehicle
10. Initiative, energy and enthusiasm; someone who is happy to work in a small team and is willing to roll sleeves up

Desirable

11. Experience of working within a community and engaging with people of all ages and backgrounds
12. Experience of managing annual budgets
13. Experience of creating marketing materials, e.g. posters, ads, listings
14. Understanding and awareness of the arts 'scene' in the Highlands and beyond

General Conditions

1. The Arts Development Officer attends weekly staff meetings in connection with the regular day-to-day operations of CAT and irregular meetings (2-3 per year) of the Trustees which set overall strategy and policies and discuss reports and recommendations prepared by the Arts Development Officer.
2. The Arts Development Officer reports to a nominated Trustee.
3. The Arts Development Officer will work closely with the Trust's Administration Officer and Operations Supervisor.
4. The job is based in Cromarty at the Trust's office in Bank Street. Someone living outside Cromarty will need their own transport. It is a part time position of 24 hours per week, normally in office hours, but requiring a person who is prepared to work flexible hours in conjunction with the Trust's part time Administrator so that the office is usually staffed during office hours from Monday to Friday. There will be a need to attend Trust events occasionally during the evening and weekends.
5. The Arts Development Officer will be an employee of the Trust and will work 24 hours per week for an annual salary (paid monthly) of £20,592 (FTE: £30,030 per annum).
6. The holiday year runs from 1st August to 31st July (our financial year) and the annual holiday entitlement is 20 days (FTE: 5.6 weeks paid holiday) of which 5 days will be taken during the Christmas and New Year period.
7. The Arts Development Officer will be included in the auto-enrolment pension scheme. Under this the Trust will make pension payments equivalent to 3% of qualifying earnings, the employee will contribute 5% of their qualifying earnings, and the government will add tax relief. For further details see, <https://www.moneyhelper.org.uk/en/pensions-and-retirement>

8. A condition of employment will be that the successful candidate will successfully complete an enhanced PVG / Disclosure Scotland application and thereafter remain a scheme member.

The Cromarty Arts Trust is an equal opportunities employer

ADVERT FOR ONLINE SITES

Arts Development Officer

The Cromarty Arts Trust (Reg Charity: SC003018) is seeking a new Arts Development Officer to maintain and develop its lively annual programme of events and activities.

Hours and Salary: 24 Hours per week for a salary of £20,592 per annum (full time equivalent £30,030p.a.)

Starting Date: 1 June 2022 or at a time to be agreed

Application Deadline: 5pm on Friday 6 May 2022

Interviews: Monday 16 May 2022

The Cromarty Arts Trust was established in 1987 and operates a number of fine buildings (The Stables, Old Brewery and Ardyne) as the base for a very active arts and music programme. See its website www.cromartyartstrust.org.uk.

The Arts Development Officer is a key player in the small team of part-time staff and Trustees that run these activities and buildings and has particular responsibility for maintaining and developing the arts and music programme, grant applications and fundraising, targeted marketing, and managing the Trust's website and social media.

Applicants should have: Experience of creating, developing and managing high quality arts events and activities; experience of grant applications and fund-raising; creative marketing skills, including website and social media; the ability to work in a small team and to manage budgets. You will have a readiness to enjoy meeting and talking to guests and visitors and taking part in the Trust's programme of events and activities; initiative, energy and enthusiasm; a team player who is ready to roll up sleeves.

Applicants should set out the reasons for their interest in, and suitability for, the position in a letter. They should also provide a CV and the names of two referees (including a recent employer in a relevant sphere of work) who we may approach if you are shortlisted for interview). These should be sent to pat@cromartyartstrust.org.uk by 5pm on Friday 6 May 2022.

The Cromarty Arts Trust is an equal opportunities employer.