



Forma arts & Media Ltd.  
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[www.forma.org.uk](http://www.forma.org.uk)

## **Forma Arts – DEPUTY DIRECTOR MATERNITY COVER Job Description**

Title: Deputy Director

Salary: £38k per annum (pro rata), based on experience

Reporting to: Artistic Director

Contract Terms: 4.0 days week. 32 hours (Flexible Working). Fixed term for 6 months (with probationary period of 2 months)

Annual Leave: 25 days per annum (pro rata)

Office/Hours: 10am-6pm plus some occasional weekend and evening work which will be compensated by time-off-in-lieu

Application Deadline: 24 November 2019

Interview Dates: w/c 25 November 2019

Application Process: Please submit your CV and a covering letter to [info@forma.org.uk](mailto:info@forma.org.uk) with DEPUTY DIRECTOR MATERNITY COVER APPLICATION in the subject.

### **ABOUT FORMA**

Forma Arts is one of Europe's leading visual arts commissioning agencies and creative producers, working with British and international artists to develop and deliver new productions and exhibitions in the UK and across the world. Characterised by excellence in concept and context, production values and the audience experience, we exist to imagine, enable and deliver celebrated art projects by exceptional artists.

Artists we have worked with in the past include Cerith Wyn Evans, Bill Morrison and Jóhann Jóhannsson, Adam Broomberg and Oliver Chanarin, Lynette Wallworth and Laurie Anderson. In 2019/20 we are working with artists on a wide range of activities, from R&D to large scale productions. They include Mary Reid Kelley and Patrick Kelley, Benedict Drew, Sophie Hoyle, Beth Kettel, Amartey Golding, Sorbus Collective and Himali Singh Soin amongst others.

We are moving into an exciting new phase and have recently appointed a new Artistic Director and Deputy Director who are taking our 15-year legacy into the future. As Deputy Director (maternity cover) you will play a pivotal role in the organisation, working closely with the Artistic Director and Forma team to manage

the existing programme and oversee the organisation's transformational re-location to Southwark in early 2020 where we will open a new public-facing project space and artists studios .

Forma Arts is a National Portfolio Organisation, supported by the Arts Council England.

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## **ABOUT THE ROLE**

The Deputy Director is a recently created position at Forma, one that provides a foundation for the organisation's smooth running and financial resilience.

Working closely with the Artistic Director and the Board you will be responsible for the company's financial stability and management excellence. You will be responsible for the organisation's overall budget and all aspects of financial management, as well as for its governance, day-to-day operations and relationships with key funders. You will support the organisation's fundraising efforts and deputise for the Artistic Director when required.

You will join Forma during a transformational period when the organisation will move into and lead the development of a newly built multipurpose space in Southwark. This site will house 6 artist studios, a public-facing project space, Forma's office, a cafe and a large rooftop garden. Therefore, you will have demonstrable experience in either running capital projects or venue management.

## **KEY RESPONSIBILITIES**

### **CAPITAL PROJECT**

- Manage the final stages of move-in; ensure that all snagging points are completed, that service providers are switched over to the new site and others established, oversee the costing, purchasing and installation of additional equipment.
- Alongside the Artistic Director carry out fundraising tasks for site specific programmes; identifying opportunities, liaising with potential funders and preparing applications for submission.
- Advertise and secure tenancies for the 6 artist studios; preparing contracts, handling deposits and responding to additional requests.
- Assist the Artistic Director in launching Forma's first Fellowship programme.
- Oversee the reassessment and renewal of Forma's insurance policy in line with the needs of the new site.

## FINANCE

- Oversee Forma's financial systems, ensuring they are operating properly and that all records are maintained in a systematic, timely and accurate manner with support from the Artistic Director and Bookkeeper.
- Prepare, manage and monitor Forma's overall annual budget and individual project budgets with staff.
- Update and produce Forma's quarterly management accounts and cash flow documents.
- Liaise with Forma's auditors and oversee the smooth running of the annual audit.
- Ensure necessary financial and information returns and reports are submitted to the appropriate authorities (e.g. Companies House, Charities Commission, Inland Revenue) on a timely basis.
- Oversee regular running of the monthly payroll and pensions process, including compliance with statutory employer responsibilities.

## FUNDRAISING, INCOME GENERATION AND STRATEGIC MANAGEMENT

- Support the Artistic Director and the Board of Trustees to develop a resilient organisation
- Conduct research and identify potential new sources of funding from a variety of sources (including public, local authority, trusts and foundations, philanthropy).
- Support the Artistic Director and Producers in drafting funding applications for revenue and programme funding.
- Monitor progress towards fundraising targets.
- Support the Artistic Director in drafting and management of contracts with artists.
- Coordinate the production of artists' editions and seek outlets for promotion and sales of artist works (vinyl, merchandise, publications).
- Lead on the design, testing and implementation of Forma's business model innovations.
- Actively participate in the London contemporary art world and network with artists, gallerists, funders and institutions to promote Forma's work as widely as possible.

## GENERAL MANAGEMENT

- Promote and maintain productive relations with strategic and operational partnerships, working alongside and reporting to the Artistic Director and the Board of Trustees.
- Day-to-day management of the organisation in accordance with the company structure.

- With the Artistic Director and Board of Trustees, ensure proper line management of Forma's staff body; Producer, Marketing & Communications Manager, Assistant Curator, Bookkeeper and Production Assistant.
- Manage and maintain the funding agreement with Arts Council England including reporting on audience data and impact evaluation.
- Manage procurement and supplier management including contracting and contracts.
- Implement, manage and maintain all company policies including those in the Staff Handbook.
- To actively promote and ensure compliance with company policies relating to equality of opportunity and diversity, and Data Protection regulations (GDPR).
- Ensure that the office infrastructure supports all aspects of activity including office supplies, IT equipment, storage, insurance, maintenance and cleaning.

## GOVERNANCE

- Support the Artistic Director in the overall management of the organisation and to deliver the business plan.
- Lead the annual review and update of the business plan.
- Oversee the organisation's risk management with a particular focus on health & safety, safeguarding, financial, human resources and reputational risks.
- Ensure good governance in all aspects of the company activity and introduce management best practice and continuous improvement to company processes.
- Support the Board of Trustees, including setting the agenda for (sub-committee) meetings, prepare for high-quality decision-making and distributing papers and minutes.
- Support the Board in the implementation of its governance improvement plan.
- Responsible with the Artistic Director and the Chair of the Board for recruitment and induction of new Trustees.

Note: This description is a guide to the nature of the work and it is not wholly comprehensive or restrictive. As we are developing the organisation, we will examine job descriptions and update them to ensure that they accurately reflect the job required to be performed, or to incorporate proposed changes to said job description.

## **ESSENTIAL SKILLS AND ATTRIBUTES**

- 5+ years working in the contemporary art world and at least 1 year in relevant role
- Experience of managing people and the ability to demonstrate leadership and work flexibly within a small team
- Excellent planning and time management, with the ability to multitask, delegate and prioritise within a busy working environment
- A willingness to carry out a wide variety of tasks
- Strong financial management experience
- Strong experience in setting, monitoring and controlling budgets in the preparation of quarterly management accounts and cash flow forecasts
- In depth knowledge of and familiarity with the arts funding system and Arts Council England NPO reporting
- Ability to negotiate with stakeholders and potential funders
- Successful fundraising from Trust and Foundations, local authorities and other public bodies
- Experience of developing networks that will support the fundraising and financial resilience of Forma
- Experience of business planning and strategic management
- Experience of managing Capital projects or venue management
- Good evaluation and business writing skills
- Understanding of reporting requirements for a Charity
- Good IT skills, particularly with Microsoft and Adobe software
- Exposure to small business accounting software e.g. Xero

## **DESIRABLE SKILLS AND EXPERIENCE**

- Knowledge of national and international arts organisations and a good network of contacts
- Experience of contract drafting and negotiation
- Experience of working directly with artists, producers, writers and curators
- Knowledge of marketing and audience development in the arts
- Comfortable with public speaking
- Experience of organising, producing and presenting complex art projects

Applicants cannot be expected to be equally strong on all the above criteria, but to provide evidence across the range, in varying strengths and combinations.

*Forma strives to be a reflection of our contemporary society and we welcome applications from all backgrounds.*