



**Forma Arts & Media**  
FormaHQ  
140 Great Dover St  
London, SE1 4GW  
[www.forma.org.uk](http://www.forma.org.uk)

## **Forma Arts – PROGRAMME MANAGER Job Description**

**Job Title:** Programme Manager

**Term:** Full time permanent position

**Reports to:** Artistic Director

**Responsible for:** Assistant Curator, CEC Fellow, Production Freelancers and External Contractors

**Salary:** £35,000 per annum

**Holidays:** 25 days per annum

**Location:** London

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

**Application Deadline:** 17 October 2021

**Interview Dates:** w/c 25 October 2021

**Application Process:** Please submit your CV and a covering letter (1 A4 page max) to [info@forma.org.uk](mailto:info@forma.org.uk) with PROGRAMME MANAGER in the subject.

### **ABOUT FORMA**

Forma is a contemporary arts organisation that champions ideas and artists who address the social and political questions of our times. Through a discursive process, we nurture artists' creative vision and grow their ambition in order to develop collaborative projects that are career defining and lead to new major opportunities around the world. We pride ourselves in being an organisation that artists want to work with. We offer commissioning, fundraising and production expertise, and as a non-gallery-based organisation we present projects in partnership with cultural institutions across the UK and internationally. Forma is where ideas become art.

Artists we have collaborated with include Alberta Whittle, Cerith Wyn Evans, Cécile B Evans, Bill Morrison and Jóhann Jóhannsson, Amartey Golding, Broomberg and Chanarin, Sophie Hoyle, Benedict Drew, Jane and Louise Wilson, Mark Boulos and Himali Singh Soin.

Forma is moving into an exciting new phase of growth having recently opened its first permanent home in 20 years - FormaHQ. The new south-London cultural hub includes our offices, affordable artist studios, a café and book shop, event space, residency studio and a new public garden.

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

## **ABOUT THE ROLE**

Forma are seeking an experienced programme manager to support the Artistic Director in the development of the artistic programme and lead on the planning and delivery of each project within it, maintaining a high standard throughout.

The Programme Manager will report to the Artistic Director and work closely with the Deputy Director. The role is fundamental in supporting artists to realise works of ambition and quality. The post underpins Forma's artistic programme, managing a diverse range of projects through a process of development, production and distribution. The successful candidate will ensure that the programme is delivered in line with the Forma's mission and values, including adhering to our Artistic, Diversity & Inclusion and Environmental policies.

## **KEY RESPONSIBILITIES**

### **Programme Development & Creative Stakeholder Management**

- To support the mission and values of the organisation.
- To support the Artistic Director in the development of Forma's Artistic Policy.
- Working with the Artistic Director, contribute to the development of Forma's annual artistic programme by establishing the grounds of each project; supporting artistic research, scope of artistic vision, fundraising strategy, securing partners and collaborators, developing staffing and delivery plans.
- To support the Artistic Director and Deputy Director in the development and application of Forma's Diversity & Inclusion Policy within the artistic programme.
- To support the Artistic Director and Deputy Director towards the development of our Community Engagement Curator Fellowship programme, including the recruitment of our first fellow.
- Develop and maintain local, national and international professional networks with artists, funders, organisational partners and producers beneficial to the delivery of the programme and raising Forma's profile.
- Working with the Artistic Director and Deputy Director to negotiate the terms of engagement with each artist and partner, drafting contracts and managing rights issues.
- Manage relationships and agreements with programme partners and touring venues, coordinating delivery of production, budgets, admin, data sharing and evaluation

## **Fundraising**

- Contributing to the strategic fundraising plans for each project.
- Developing new and maintaining good relationships with existing partners and funders
- As part of a team, work towards the execution of the fundraising strategy for each project; preparing project documentation, framing, drafting applications, meeting with potential partners, etc. to secure the necessary funds.

## **Planning & Programme Management**

- Leading Forma's annual delivery plan across the entire artistic programme.
- Supporting the Deputy Director in the development of Forma's annual staffing and recruitment plans for the artistic programme.
- Supporting the Deputy Director to establish briefs for each freelance or temporary contract staff. Contributing to a related recruitment process.
- In liaison with the Artistic Director, taking responsibility for the high quality delivery of each project, ensuring key milestones and objectives are met within the established limits of staffing, timelines and budgets.
- Maintain strong communications with the artist across the life of the project, hosting regular production meetings.
- Manage and liaise with freelance producers and staff in the realisation of projects.
- Manage and be responsible for specific project and programme budgets, ensuring delivery against agreed levels of expenditure.
- Liaising with the Deputy Director on budget updates and supporting accurate financial reporting.
- Supporting the promotion of Forma's artistic programming, ensuring the delivery of timely communications for each project.
- Liaising with the Marketing & Communications Manager on the development of PR, marketing and digital campaigns for the artistic programme and key projects.
- Overseeing the CEC Fellow during their two year post.

## **Governance & Reporting**

- Support the Artistic Director and Deputy Director in the fulfillment of Forma's reporting requirements as a Band 2 Arts Council England National Portfolio Organisation. Compiling reports and programme information.
- Work with the Marketing & Communications Manager to implement strategies for accurate and timely qualitative and quantitative data collection for projects, undertaking analysis and reporting and contributing to Forma's evaluation framework.
- Contributing to Forma's internal evaluation process to ensure continuous learning and improvement.
- Participating in weekly team meetings, raising priorities, relaying successes and learnings.

*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.*

## **PERSON SPECIFICATION**

### **Knowledge & Experience**

- Demonstrable awareness and interest in contemporary creative production with a political and cultural sensitivity.
- Demonstrable track record of delivering high-quality programmes in the cultural sector.
- Experience of artist management and contractual negotiations.
- Experience of translating artistic plans into reality.
- Proven leadership skills with experience of identifying, engaging with and managing a team of curators, producers and creative directors in the realisation of creative projects.
- Proven creative thinking and problem solving skills with a proactive approach.
- Excellent networking skills, with both advocacy skills and an awareness of fundraising requirements.
- Experience of raising a range of funds in support of creative activities.
- Proven experience of initiating and developing successful partnerships and collaborations.
- Demonstrable experience of managing and maintaining project budgets.

### **Attributes**

- Ability to work in an independent and proactive manner.
- Ability to work efficiently yet effectively.
- Ability to communicate well and represent Forma both nationally and internationally.
- Ability to communicate creative intentions and projects specifics clearly and to a range of stakeholders.
- Ability to think strategically.
- Ability to recognise and compensate for risk.
- Ability to reflect, analyse and build on experiences.
- Ability to engage strategically while simultaneously managing multiple projects and paying close attention to detail.
- Ability to lead and motivate a team towards the completion of projects.
- Ability to forge good working relationships with a wide range of people including; artists, partners, funders and supporters and external freelancers.