

ARTISTIC DIRECTOR

RECRUITMENT PACK



WILTSHIRE
Live **MUSIC**
CENTRE
BRADFORD ON AVON

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“Without West of England Youth Orchestra (WEYO), I would absolutely not be at music college, pursuing music as a career... I started ten years ago and the support in the past ten years has been unforgettable.”

Grace White, Clarinet

WELCOME FROM THE CHAIR OF THE BOARD

We're delighted that you're interested in the Artistic Director role here at Wiltshire Music Centre (WMC).

It's a pivotal moment in WMC's recent history: following the departure of our current CEO, James Slater, and an 18-month period of consultation and reflection, we're at the start of a new chapter with a refreshed vision in mind, and a new co-leadership structure. Investing in this new leadership model will provide greater capacity, agility and resilience for our future – and support an aspiring committed office staff of 16 and 70 loyal volunteers.

We're looking for two inspirational, bold, and entrepreneurial arts professionals – an Artistic Director and an Executive Director – to build momentum and drive forward growth, impact and relevance, with a focus on keeping music accessible and live for young people and the wider community in Wiltshire and the South West.

We find ourselves at the most exciting point in our recent history; after the demands of the last few years, we have brought our budgets into balance, have significant reserves and assets, and an ambitious endowment fund plan in place to secure our future.

As a National Portfolio Organisation comprising a state-of-the-art Concert Hall renowned for hosting national and international artists, music-making opportunities for exceptional young musicians, community groups and our monthly group for disabled young adults, there is much for us to take forward in this next phase.

But we're also striving to re-imagine our place – building on our strong foundations while exploring and understanding where our musical provision needs to grow and diversify – to be a truly dynamic and energetic musical hub at the heart of Wiltshire cultural life.

We hope that you too share our passion for music and music-making. Music, and the arts, are essential – and we want to ensure we're at the heart of our communities for years to come. It's time to make music matter in our communities, and in particular for young people.

We look forward to hearing from you.

James Wetz
Chair of Wiltshire Music Centre

ABOUT US

Wiltshire Music Centre is a unique and contemporary 300 seated venue in Bradford on Avon. In the heart of rural Wiltshire, we've built an enviable reputation over the years as a professional concert hall of exceptional quality, rooted in community participation and involvement.

Known for the quality of the acoustics in our auditorium, we've been privileged to showcase live performances from some of the best in classical, contemporary, jazz and folk, including trumpeter Alison Balsom, the Orchestra of the Age of Enlightenment, folk artist Kathryn Tickell and jazz legend Courtney Pine.

Our busy programme of 150 events a year involves more than 1,000 professional, community and young musicians.

But we're more than just that. Over the past 25 years, we've built up a passionate community of music aficionados, players, aspiring young musicians, amateur musicians, and young creatives: we provide a permanent home for local orchestras, choirs and music groups; we deliver an exciting Creative Learning programme for over 5,000 young people for all ages, abilities and backgrounds; and over 800 young musicians rehearse here weekly. Over 55,000 people use the Centre every year.



THE ROLE OF ARTISTIC DIRECTOR

JOB DESCRIPTIONS

Following an independent review of our current Business Model and a Cultural Needs Assessment, we're looking to appoint two new Executives, reporting directly to the Board.

The Artistic Director and the Executive Director (Business) will have joint responsibility for the successful strategic development, financial viability, and day-to-day running of the charity on behalf of the Board of Trustees. These new senior roles will increase the organisation's capacity, agility and resilience as it seeks to strengthen and reimagine its place at the heart of music and cultural life in Wiltshire and beyond.

The Artistic Director will be the creative head of the organisation, responsible for driving forward the Centre's artistic ambition. In collaboration with the Board and Senior Leadership Team, they will develop our existing strategy – maintaining current audiences and diversifying our programme to embrace new ones.

This is a unique opportunity for an experienced and ambitious arts professional to help shape the next chapter of WMC's artistic vision, at a critical moment in its development.

AS ARTISTIC DIRECTOR, YOU WILL:

- ✓ Provide entrepreneurial, inspirational co-leadership
- ✓ Shape the Centre's artistic, learning and community programmes
- ✓ Establish WMC as a place for young people and their musical progression
- ✓ Strengthen our partnerships and profile within arts and education sectors, including Music Education Hubs
- ✓ Oversee a staff team covering Artistic Programme, Creative Learning, Operations



KEY AREAS OF RESPONSIBILITY

STRATEGIC LEADERSHIP

- ✓ With the Executive Director, provide clear strategic direction, financial sustainability and team management
- ✓ With the Executive Director, devise and implement a viable, relevant and inspiring 3-year business plan
- ✓ Establish our place within the new music education hub restructure, supporting young musicians and the sector
- ✓ Demonstrate our commitment to diversity, equity and inclusion
- ✓ Secure the financial viability of the Creative Learning Programme
- ✓ Secure WMC's status as a National Portfolio Organisation
- ✓ With the Executive Director, oversee local and national trust and foundation funder relationships and applications to support the Artistic and Creative Learning Programmes
- ✓ Oversee the smooth and safe running of WMC's building and activities, including property upgrades, concerts and events, hires and lettings, and box office

ARTISTIC LEADERSHIP

- ✓ Drive forward an ambitious artistic vision to strengthen WMC's reputation as a cultural leader in the South West.
- ✓ Develop and deliver the Centre's artistic, learning and community programmes, working closely with the Programme Manager and the Head of Creative Learning
- ✓ Ensure our creative programme is financially sustainable and drives potential new income
- ✓ Work closely with the Director of Communications on an audience development strategy
- ✓ Explore the scope for further development of WMC's digital and livestreaming service

PARTNERSHIPS

- ✓ Strengthen relationships with key partners, stakeholders, and supporters, including but not limited to Arts Council England, Wiltshire Council and St. Laurence School
- ✓ Seek out and develop new strategic partnerships and collaborations both nationally and internationally
- ✓ Represent and promote WMC and our work in the media and with key stakeholders and networks, locally and nationally

ORGANISATIONAL SUCCESS

With the Executive Director:

- ✓ Ensure effective leadership and long-term financial stability of the organisation
- ✓ Lead, mentor and develop a high-performing team, promoting an environment where individuals can develop and flourish
- ✓ Foster a positive, inclusive, and collaborative work environment committed to equality, diversity and inclusion
- ✓ Work directly with the Board, reporting and preparing meetings to develop and monitor strategic direction, financial vs artistic risk, and associated action plans
- ✓ Oversee the effective delivery of WMC safeguarding policy and procedures



PERSON SPECIFICATION

EXPERIENCE

- ✓ Proven successful leadership, or significant senior management experience, in a performing arts organisation
- ✓ A strong track record of curating, planning and delivering artistic strategy incorporating arts, creative learning, and commercial activities
- ✓ Degree or professional qualification
- ✓ Experience in championing equal opportunities, environmental sustainability, and cultural diversity
- ✓ Experience of forming and managing strategic relationships with key stakeholders
- ✓ Experience of managing budgets
- ✓ Proven track record of fundraising, including from individuals and trusts and foundations
- ✓ Experience of working with young people, schools, community groups and a varied range of stakeholders
- ✓ A track record of inspiring leadership, developing teams including managing permanent and freelance staff; effective delegation, mentoring and performance monitoring
- ✓ Extensive experience of event/ operations management
- ✓ Strong knowledge and understanding of the arts and charity sector

ESSENTIAL SKILLS

- ✓ Excellent people management and organisational skills
- ✓ Excellent communication, interpersonal, influencing, and negotiation skills
- ✓ Demonstrably a good networker and partnership builder
- ✓ Excellent written, verbal, and presentational, public speaking and communication skills
- ✓ Current knowledge of music education/ wider cultural arts sector and understanding of the challenges the sector faces
- ✓ The ability to balance artistic creativity and community engagement with commercial success
- ✓ Understanding, appreciation and passion for the music and the arts
- ✓ Entrepreneurial flair and a commitment to innovation
- ✓ Commitment to empowering and developing staff members

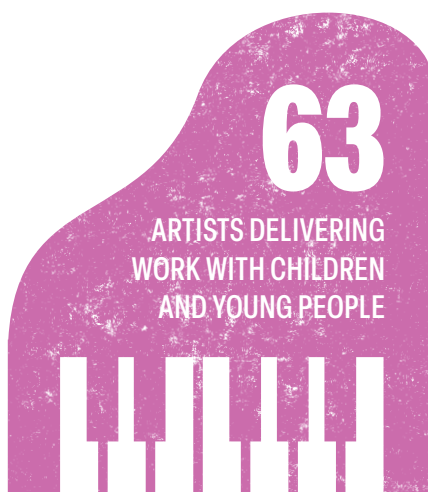
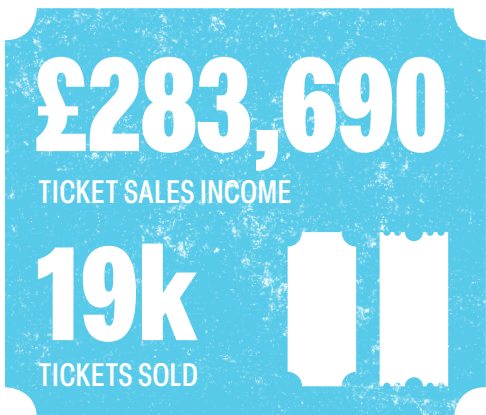
DESIRABLE SKILLS

- ✓ A good understanding of charity governance and experience working with a Board of Trustees
- ✓ Experience of safeguarding policy and practice in arts education / public venues



FACTS AND FIGURES

2023/24 SEASON



HIGHLIGHTS INCLUDED:

Brodsky Quartet 50th Anniversary Shostakovich cycle

16-piece folk band Old Time Sailors

First ifOpera Teatime Concert for 80 isolated older people

Adventures with Hairy MacLary – first family concert with West of England Youth Orchestra

I Fagiolini's festive programme 'Angels and Demons' with Rachel Podger

Ronnie Scott's All Stars Hejira celebrating Joni Mitchell (1st tribute show)

Saltlines Raynor Winn/ Gigspanner Big Band as part of Eco:Fest our first climate action festival

ORGANISATIONAL STRUCTURE

BOARD OF TRUSTEES

James Wetz (Chair), Rosa Corbishley (Vice Chair), Robert Coleman, Jonathan Cross, Miranda Houghton, Esme Jones, Mark Lee, Emma Sandberg, Alex Seagrave, Ian Thorn, Mike Toft

PROGRAMME AND LEARNING COMMITTEE

FINANCE & RESOURCES COMMITTEE

JOINT EXECUTIVES

Artistic Director | Executive Director

SENIOR LEADERSHIP TEAM

Director of Communications (Clare Langrishe)
Head of Creative Learning and Community Engagement (Cassie Tait)

TEAMS

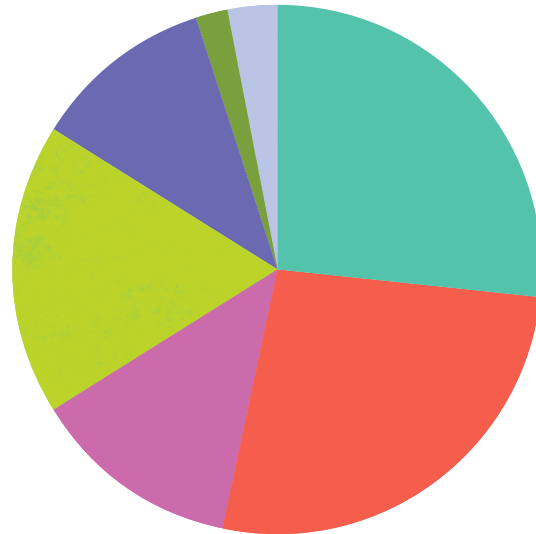
Artistic Programming
Creative Learning
Operations

Marketing & Fundraising
Finance
Production & Technical

Front of House
Volunteers

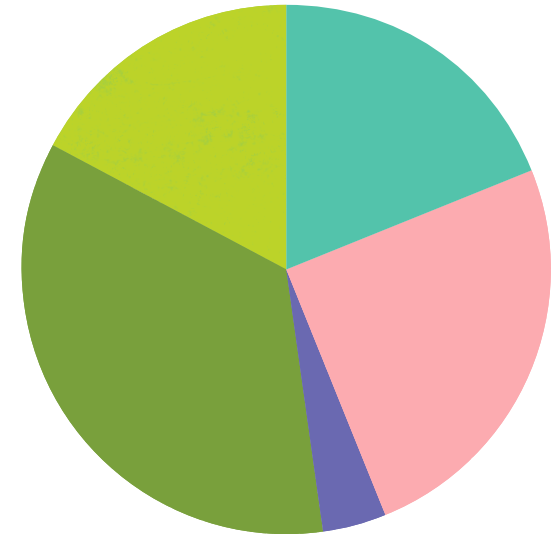
OUR FINANCES

WMC is a venue-based music charity based in Bradford on Avon with an annual turnover of £1.1m and a total of 10% public funding.



INCOME

- Concerts and Events: 27%
- Creative Learning Projects: 27%
- Other Fundraised Income: 13%
- Lettings, Bar & Box Office: 18%
- Arts Council England: 11%
- Wiltshire Council: 2%
- Investment Income: 3%



EXPENDITURE

- Concerts & Events 19%
- Creative Learning Projects 25%
- Lettings, Bar & Box Office 4%
- Staff: 35%
- Other Overheads: 17%



POSITION DETAILS

SALARY

£50k-£55K per annum

CONTRACT

Permanent

WORKING HOURS

Full time, 37.5 hours per week, including some evening and weekend work

LOCATION

Office-based, flexible working patterns are available

RESPONSIBLE FOR:

Artistic Programming
Creative Learning
Operations & Technical

REPORTING TO

The Board of Trustees

PROBATIONARY PERIOD

Six months

ANNUAL LEAVE

32 days per annum, including statutory holidays, plus two extra days at Christmas

WHAT WE OFFER

Complimentary tickets for WMC core programme performances

The People's Pension – contributions in line with statutory auto-enrolment

Hybrid/flexible working arrangements



HOW TO APPLY & TIMELINE

Please send your CV and an accompanying cover letter (max. 2 pages) which outlines why you are interested and suitable for this role to recruitment@wiltshiremusic.org.uk.

Please include details of x 2 referees.

For an informal chat about the role, please contact **Clare Langrishe, Acting Co-Chief Executive & Director of Communications:** clare.langrishe@wiltshiremusic.org.uk

As an equal opportunities' employer, WMC is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join WMC.

TIMELINE

CLOSING DATE FOR APPLICATIONS

12pm, Thursday 19th September

INTERVIEWS

First Interview: In person,
Wednesday 25th September

Second Interview: TBC





“Full house and an attentive audience... we greatly enjoyed our time at Wiltshire Music Centre and would very much like to return.”

Bournemouth Symphony Orchestra

