

## Recruitment Pack Deputy Director

### Introduction

This pack contains information on the role of Deputy Director, including the job description and person specification, overview of Photoworks and details on how to apply.

Founded in 1997, Photoworks is a leading development agency dedicated to photography. Our internationally recognised programme includes commissions, exhibitions, publishing, learning and large-scale public events. We publish the photography and visual culture journal *Photoworks Annual*, produce the Jerwood/Photoworks Awards and Brighton Photo Biennial - one of the largest and most established international photography festivals in the UK.

In collaboration with local, national and international partners, we connect artists with diverse audiences to champion talent and ambition.

This post is an exciting opportunity for an experienced individual to work with the new Director to help shape all aspects of the strategic direction and management of the organisation including fundraising and development, operations, finance, personnel and policy.

Photoworks is supported as a National Portfolio Organisation receiving funding from Arts Council England and raises additional income through trusts and foundations, corporate partnerships and areas of earned income including Membership. Photoworks has a turnover of c.£500K and team of ten passionate and committed employees/freelancers.

Place of employment is at Photoworks, in a contemporary and creative office environment located at central Brighton hosted by our partners, The University of Brighton.

Deadline for applications is 9am, Monday 19 March 2018.

Shoair Mavlian  
Director, Photoworks

## Deputy Director Overview

We seek a dynamic, revenue-focused and strategically minded Deputy Director to ensure the successful delivery of Photoworks' mission and artistic programme through effective development and operational excellence.

The Deputy Director will work closely with the Director in all aspects of strategic direction and management of the organisation: operations, finance, personnel and policy.

This role will be responsible for operational management and business development, to drive and grow our sources of revenue, secure sponsorships, public and private partnerships and grants. Develop relationships and networks with new funders, patrons and foundations; grow our Membership and individual giving, plan and manage our fundraising events programme and maximise Photoworks' brand for revenue and presence.

## Job Description

### Key Objectives

- To ensure that Photoworks' artistic mission is supported and achieves greater impact through effective fundraising and operational excellence.
- To oversee and deliver excellent operational, financial, personnel and policy systems to ensure the effective running of the organisation and smooth delivery of organisational objectives.
- Drive the long-term growth of core revenue streams including but not limited to commercial funding, membership, individual giving, and e-commerce.
- Introduce and secure new corporate partnerships and grants from trusts and Foundations to support key programme areas.
- Implement Photoworks' fundraising strategy achieving objectives including Catalyst: Evolve match funding targets and organisational development.

### Key Outputs

#### Strategy, Development and Fundraising

- Responsibility to advocate, articulate and promote the Photoworks brand, values and vision, working to the highest professional standard across a range of contexts.
- Responsibility to develop and implement fundraising strategy to support the vision and financial stability of Photoworks.

- Pursue new income streams, including private philanthropy and corporate sponsorships / commercial partnerships.
- Research fundraising prospects and trends; write funding applications and pitches for grants, TFGs, awards and charitable donations.
- Write and contribute to funding applications ensuring the team are alert to sponsorship and fundraising opportunities, and are actively seeking funds to support Photoworks' programme and operations.
- Responsibility to drive sources of earned income including membership, e-commerce, advertising and maximise assets for sales and opportunities to achieve targets.
- Develop and grow philanthropic giving to the organisation, planning and managing fundraising events programme and meeting with new patrons securing giving.
- Nurture and develop relationships and communications with funders, sponsors and other stakeholders in collaboration with the Director.
- Liaise with all team members to ensure development and learning are embedded across the organisation and realise new opportunities.
- Liaise with fundraising committee and board of trustees on income generation activity including quarterly reporting and seeking support as required.
- As a lead public-facing representative, uphold Photoworks' values, working to the highest professional standards.
- Represent Photoworks on varied networks and actively contribute to discussions including Prosper programme, Our Future City fundraising working group, etc.

#### Operational, Financial, People

- Responsibility for the management of the operational, financial and administrative functions of the organisation, ensuring all aspects of Photoworks are delivered on schedule, within budget and to the highest standards.
- Oversee compliance with Companies House regulations and Charity Commission, auditors, accountants and bookkeeping.
- Manage internal policies ensuring all requirements are met regarding Health & Safety, Risk Management, Equal Opportunities, DDA, Child Protection, Insurances, Employment and Licensing.

- Manage internal management processes, including documenting and communicating decisions within the organisation as appropriate, maintaining confidentiality as required.
- Manage contractual agreements between Photoworks and external agencies that support the operations, policy and professional practice of the organisation.
- Prepare organisational budgets and manage the annual budget on an ongoing basis.
- Liaise with Photoworks team and contractors to ensure programme and operations activity contribute to organisational overheads where possible.
- Support the Board and its sub-committees, through accurate, financial, personnel and other information to ensure they are informed and up-to-date on decision-making.
- Recruit, lead, support and develop staff, freelancers and volunteers to ensure they carry out their areas of responsibility effectively and work in a mutually supportive and professional manner.
- Manage personnel and employment function of the organisation in collaboration with the Director, ensuring policies, pension, appraisals and staff development are implemented and monitored.
- Deputise for the Director as required including managing internal planning, meetings and communications as well as stakeholder and partnership management.
- Carry out other duties commensurate with the job role.

### **Terms and Conditions**

Salary: £35 - 38k depending on experience, plus workplace pension scheme

Holiday: 20 days per year, plus bank holidays and Christmas Office closure

Probation: 6 months

Contract: Permanent

Hours 40 hours minimum per week, five days per week, usually Monday to Friday. Some evening and weekend work. All Photoworks team are expected to attend Photoworks and partner events and be part of the cultural life of the organisation.

Competencies	
Knowledge & Experience	<p>Significant experience in a relevant senior role</p> <p>Ability to inspire and develop new areas of income through a demonstrable understanding of the fundamental importance of photography, art and culture</p> <p>Proven track record in development and fundraising</p> <p>Business acumen to manage day-to-day operational and financial functions of organisation</p> <p>Demonstrable funding wins and entrepreneurial approach to sustainable income streams for the organisation</p> <p>Understanding of compliance and legal requirements in relation to publicly funded bodies and public funding landscape</p> <p>Experience of performance monitoring against agreed targets</p>
Skills	<p>Excellent decision making skills taking into account both internal and external contexts</p> <p>Ability to develop operational, development and financial strategies &amp; policies and implement successfully through project management</p> <p>Evidence of sound financial acumen and commercial awareness</p> <p>Effective approach to managing people, teams and contractors balancing support and assertiveness</p> <p>Ability to present arguments and ideas persuasively to gain support and influence situations</p>
Attributes & Personal Qualities	<p>Flexible approach to working and ability to work and respond effectively under pressure</p> <p>Entrepreneurial and business minded individual with ability to identify, broker and close deals</p> <p>Requisite knowledge and capabilities to be convincing in representing the organisation</p> <p>Team player and demonstrable success in leading people</p> <p>Relationship management with sponsors / donors and range of external partners and stakeholders or Prospects</p> <p>Capacity to reshape ideas in response to changing funding opportunities/external pressures</p>

## Supporting Information

### PHOTOWORKS - WHAT WE DO

Photoworks is the UK's leading national development agency dedicated to participation in photography. We curate, commission and publish new work and writing on photography. We produce major cultural projects including Brighton Photo Biennial, the national Jerwood/Photoworks Awards and Photoworks Annual. In collaboration with local, national and international partners, we connect outstanding artists with diverse audiences to champion talent. Our learning and participation programme is exemplar. Photoworks is a National Portfolio Organisation supported by Arts Council England and a registered charity.

### PHOTOWORKS - OUR MISSION

Photoworks is dedicated to enabling participation in photography, the most democratic medium of our contemporary visual culture. We do this by connecting outstanding artists with diverse audiences through an innovative range of projects, events and platforms. Collaboration is central to our work, making us an agile organisation, able to deliver projects at local, regional, national and international level.

### PHOTOWORKS - OUR VISION

Photoworks promotes creative, critical and imaginative engagement with the role of photography in a contemporary culture inundated with images. We instigate, realise and share outstanding new projects that both participate in and impact upon the types of work photography can perform.

Photoworks understands that photography is a powerful tool, capable of shaping our view of our surroundings, our history, our era and subjects that range from war to fashion. These subjects also act, reciprocally, to shape our understandings of photography. Photoworks explores this relationship.

We garner ideas from a wide photographic landscape: from social networks to photojournalism, fine art to advertising. We take photos out of this landscape, to hold them up for closer inquiry, while situating new ideas about photography back into the mix, generating unexpected relationships.

As an agency, we are agile. We choose different contexts (libraries in deprived areas to international press archives), places (shipping containers to acclaimed installations at national museums), and platforms (London Art Fair to B Fest) to locate and explore how today's photography is simultaneously pervasive and particular. We boldly broach subjects of conflict and representation, Family Politics, Queer Heritage and protest. We ask audiences: What makes a good photograph today and why? How is photography today an agent for change?

Based in Brighton, but international in our ambition, collaboration is at the core of everything we do. We aim to achieve the widest possible distribution for our work, and recognise plentiful opportunities in the multiple ways in which photography is consumed today. Our programme of activity achieves maximum impact because it is integrated in its planning. We engage the widest possible audience by working across multiple platforms.

We engage with talented people who utilise photography to create remarkable conversations between different groups and individuals. Our projects lead the debate, create the extraordinary and realise the imaginary.

**photoworks.org.uk**  
**bpb.org.uk**

### **How to Apply**

Deadline for applications is 9am, Monday 19 March 2018.

To apply send a CV, covering letter outlining your suitability and a completed Equal Opportunities Monitoring form to [zoltan@photoworks.org.uk](mailto:zoltan@photoworks.org.uk)

Photoworks is an equal opportunities employer and committed to encouraging applications from diverse candidates.

If you would like to arrange an informal conversation about the role with Shoair Mavlian, Director please contact Zoltan Borovics [zoltan@photoworks.org.uk](mailto:zoltan@photoworks.org.uk)

Interviews will be w/c 26 March 2018 in Brighton.