

Entelechy Arts

Job Pack & Job Description

Interim Director (6 - 12 months)



About Entelechy Arts

Entelechy Arts is a long-established, much respected community arts company, based in Lewisham. We produce projects which powerfully test the boundaries between art, creativity, care, wellbeing and community.

We believe in the creative power of the individual, and that everyone should have the opportunity to contribute to the creative life of their local community. This richness in sharing stories and experiences of those who can often feel underrepresented, encourages stronger communities, changes perceptions, and ultimately helps people live healthier, happier and more connected lives.

We produce vibrant and important cultural programmes, created by and for the communities we work with, namely isolated older people, those living with profound and multiple disabilities, and those living in care home environments, enabling them to play an active and visible role in the creative life of their community.

Our programmes are often developed in partnership with organisations from across the arts, health and care industries on a local and national level.

We work with a pioneering and diverse range of artists across all art forms, who collaborate with our communities to meet, celebrate, and experience each other and the world.

About the role

The current Director of Entelechy Arts is moving on after a successful and popular period at the company. We are now taking stock of how we might replace this role, including our taking a look at our organisational structure, to ensure that Entelechy Arts continues to flourish, innovate and enable people to lead creative and fulfilled lives. To give us space to do this without losing momentum we want to engage an Interim Director to lead us for the next 6-12 months.

We welcome interest in this position to people coming from a range of backgrounds and sectors – from the arts sector, or a disability charity, or somewhere quite different. We are also open and flexible about preferred working hours and partial home-working. Our starting point for discussion is a 4-day working week paying a salary range from £55,000 - £60,000 (pro rata).

Duties and Responsibilities

The Interim Director will:

- Ensure the continued smooth running of our operations from day to day, including overseeing our artistic programmes and the continued flow of work to raise funding and support for our work.
- Assist the company in reviewing its organisational structure.

- Enable, motivate and listen to the Entelechy Arts team in carrying forward their work and achieving their own personal fulfilments.
- Support the community of artists, practitioners and members of the company to contribute fully and creatively.
- Assist the company to review and refresh its organisational strategy and help prepare for the development of a new 3-year business plan.
- Maintain and cultivate the range of external relationships which Entelechy Arts has developed locally, nationally and internationally.

Person specification

- Above all, an individual with well-developed interpersonal skills, able to respect, celebrate and encourage the team members' own creative and personal strengths.
- Able to hit the ground running, grasping the essentials of the business including the key aspects of fund-raising and income generation.
- Appreciation of the world of community arts and its current challenges.
- Ability rapidly to understand how the company intersects with the local community and statutory sector.
- Responsive to and building on the company's success and reputation.
- Credible senior management track record and leadership qualities.

Terms

- Fixed term for 6 – 12 months, ideally beginning at the start of December
- £55,000 - £60,000 pro rata
- Part-time 4 days a week, or open to flexible working suggestions
- Normal office hours are 9.30am - 5.30pm, Monday to Friday (with one hour for lunch)
- Normal place of work is the Albany, Deptford (SE8) with remote working options available
- 25 days holiday (pro rata) plus public holidays (pro rata) and 1 day for 'A Date to Create'
- Pension (8% consisting of 4% employee + 4% Entelechy Arts contributions)
- DBS required

Equal Opportunities

Every day we work with people from a wonderful, wide range of backgrounds, and we are keen to hear from a diverse range of candidates with different perspectives, experience and knowledge. We are actively trying to diversify our staff workforce. We particularly welcome interest from Black, Asian, Minority Ethnic and disabled candidates.

Access & Support

We are committed to ensuring anyone can take part in this opportunity. If you have specific support requirements, please get in touch to discuss how we can meet your support or adjustment needs for your application or interview. If you have any questions, have access support requirements or would like any assistance with the language and terminology in this document please contact Gaia by email: gaia.bini@entelechyarts.org or by phone: 075 9358 0572 who will be able to discuss further or arrange support.

Application

To apply, please email your C.V. and a covering letter to Gaia: gaia.bini@entelechyarts.org **by 10am on Monday 31st October 2022** with subject line "Interim Director application".

For an informal conversation about the opportunity please contact Paul Cann OBE, Chair of Trustees paullewiscann@gmail.com.

Interviews will be arranged in early November.