



Dominoes ©Tom Arran

Candidate Brief

Chief Executive
Absolutely Cultured

May 2019

Contents

Background	3
The role	4
The person	6
How to apply	7

Background

Absolutely Cultured is committed to placing the arts and creativity at the heart of Hull's ambitions and aspirations.

Built on the foundations of the company that delivered Hull's momentous year as UK City of Culture 2017, we are passionate about enhancing places and connecting people through the arts. We are proud of the city we are rooted in, and dedicated to creating ambitious, world-class culture that is free and accessible for all.

We create large scale outdoor events such as **Dominoes** and **Urban Legends: Northern Lights** that celebrate Hull's incredible outdoor spaces.

Our year round programme of art at **Humber Street Gallery** provides Hull with a unique contemporary art space showcasing local, national and international contemporary artists.

Our award-winning **Volunteering Programme** is part of the fabric of the city. Supporting Hull's communities, cultural events and venues, our volunteers symbolise the energy and passion that makes a real difference.

We work with partners such as the **BBC** and **PRSF** to bring world-class events to Hull that showcase emerging local, national and international artists across a range of art forms such as spoken word with **Contains Strong Language** and music with the upcoming **New Music Biennial**.

All our work is underpinned by involvement in schools, with local community groups and with initiatives to support and develop the cultural sector, such as our **Hull Independent Producers Initiative**.

And threaded through everything we do is our commitment to ensuring creativity with, for and by future generations – **Generation Hull**.

About Us

We have 30 full time equivalent employees and a budget of £3m per year. Our major funders are Hull City Council and Arts Council England, and their investment is committed until 2021. We are currently developing a sophisticated and ambitious fundraising strategy to maximize our current level of activity and secure the future beyond 2021.

Absolutely Cultured is a registered charity and a company limited by guarantee. Absolutely Cultured Enterprises Limited, a wholly owned subsidiary, manages the company's commercial interests.

The Board, chaired by Lee Corner, comprises a committed team of eleven individuals with experience of the public sector, third-sector and commercial interests of Hull and the surrounding area.

For more information, please refer to <https://www.absolutelycultured.co.uk>

The Role

Job Title:	Chief Executive
Reporting to:	Chair of Absolutely Cultured
Salary:	Highly competitive
Contract type:	Permanent, full-time
Location:	Hull

The Chief Executive Officer will provide visionary leadership to the whole organisation, delivering its strategic goals and providing a clear direction for Absolutely Cultured's long term vision.

The CEO will work with the Board of Trustees to create and deliver a sound strategic plan. They will provide accurate and timely advice and information to enable the board to fulfil its legal and fiduciary duties.

The CEO will understand the importance of relationships across all sectors including government, funding bodies, corporate sponsors, arts sector, the media and communities at a local, regional and national level; recognise that they are central to our work; and be responsible for their maintenance and development.

Working with the Executive Director, this role will oversee the organisation's financial operations and fundraising activity. The postholder will be accountable for the financial management of the organisation and for the corporate functions including HR, legal and business affairs, and for monitoring, evaluation and reporting activity.

Responsibilities include:

Strategic Leadership

- The CEO will provide inspirational leadership ensuring the profile, reputation and success of the company continues to grow within the city and region, as well as nationally and internationally;
- The CEO will promote and maintain an organisational culture which values the highest standards in executing the Company's creative vision and in management practice, drawing the very best from a small and committed staff;
- They will build and maintain effective working relationships with the Chair and Board of Trustees, strategic partners and stakeholders;

- They will advocate for and promote the organisation, representing and communicating its aims to key opinion-formers and decision-makers within government, the cultural sector, the business sector and the community.

Financial Leadership

- The postholder will work with the Executive Director to determine and lead on financial and commercial strategy for the Company providing financial analysis and guidance on all activities, plans and targets;
- With the Executive Director, the CEO will ensure that financial arrangements and controls are in place to support financial accounting, budgeting operations, financial controls, procurement, compliance and the Company's wholly owned trading subsidiary;
- With the Executive Director, they will oversee the preparation and presentation to the Board of management accounts, detailed annual budget and cashflow forecasts, production budgets and the measurement of financial and operational performance against targets;

Fundraising and Development

- With the development team, the CEO will create and promote an inspiring and ambitious income development strategy to ensure the company's long-term sustainability;
- The CEO will oversee and support partnership negotiations and agreements;
- With the development team the CEO will monitor the achievement of income targets and keep the Board apprised of the results.



Tulip Project



Humber Street Gallery ©Anete Sooda

The Person

The successful candidate will have leadership experience at a senior level and a record of achievement in developing and delivering strategic direction.

They will have proven ability to develop, empower and lead high performing teams and deliver operational excellence.

Skills and Experience

Essential

- A passion for and understanding of the value of the arts in creating ambitions and opportunities.
- Excellent leadership and management skills.
- Track record of diversifying income streams to ensure continued financial sustainability.
- Experience of developing strong relationships with key opinion formers and policy makers at all levels.
- Experience of empowering and motivating high performing teams.
- Experience of representing the views of an organisation effectively and productively to a range of stakeholders.
- An effective communicator able to sell a vision with enthusiasm and credibility.
- Effective presentation and networking skills including public speaking.

Desirable:

- Working to a non-executive board,
- Managing relationships with senior stakeholders from business, government, arts and elected officials,
- Experience of multiple projects and income streams,
- Experience of working in the third and/or not for profit sector,
- An excellent network of senior industry contacts, in both the arts/cultural, media and business communities.



IETM Conference ©Tom Arran



The Witching Hour ©Tom Arran

How to apply

To discuss the role and for further information, please contact: Lee Corner – lee.corner@absolutelycultured.co.uk

In making an application, you are asked to submit:

- a comprehensive curriculum vitae (three pages maximum) giving details of relevant achievements in recent posts.
- a (maximum two-page) covering letter that summarises your interest in this post and provides evidence of your ability to match the criteria outlined in this brief – please refer to the criteria outlined in the skills and experience.
- Your current salary and your salary expectations for this role.
- A completed Equal Opportunities Form via the online link

We would prefer to receive applications electronically, and they should be sent to: recruitment@absolutelycultured.co.uk

CLOSING DATE FOR APPLICATIONS: Sunday 30 June 2019 at Midnight

Interviews for short-listed candidates are scheduled for early July and will take place in Hull.

Absolutely Cultured is an equal opportunities employer and welcomes applications from all sections of the community.