**Arts Centre Washington** is looking to recruit a

**Freelance Part time Programme Director**

To work on the **Sunderland Stages** programme

**Background**

Sunderland Stages was conceived by Arts Centre Washington and ran as a pilot project in 2014/15 with support from Arts Council England, which has now agreed to further grant funding to develop a longer programme running from autumn 2016 – December 2017. Sunderland Stages is an initiative that brings contemporary theatre, dance and spoken word to be performed in a range of treasured, unusual and found spaces across Sunderland. In a city that has few spaces that can accommodate national touring performance work, these venues are drawn from the subsidised, voluntary and commercial sectors to form a committed alliance. The project’s aims are to attract more artists to present their work and develop audiences for this work, helping raise levels of arts engagement in the city.

The pilot season included well established artists and companies such as Third Angel, Ballet Lorent, Paines Plough, Kate Fox and Red Ladder alongside newcomers such as Middle Child, Curious Monkey and Rowan McCabe. Host venues included North Shore (a Students Union venue), Sunderland College, Sunderland Museum and Winter Gardens, the Central Library, Independent music venue, The Dun Cow pub, The Canny Space (Holy Trinity Church), The Royalty Theatre, ACW and even Roker Promenade. Joining us for the new upcoming programme will be many new venues including the Empire Theatre, Sunderland University, Sunderland Minster and The Fire Station.

Sunderland Stages has 4 core partners: Sunderland University, Sunderland College, MAC Trust and Arts Centre Washington, the latter of whom are the accountable body that manages the project on behalf on Sunderland City Council.

We are now looking for an experienced Project Director to take the project forward into 2017.

Purpose of Job

To lead the Sunderland Stages project on behalf of the core partners: Sunderland City Council, Arts Centre Washington, MAC Trust, Sunderland University and Sunderland College to deliver a programme of theatre, dance and spoken word in a range of venues and spaces across Sunderland.

**Key Responsibilities:**

To lead a team of staff and specialists in all elements of the Sunderland Stages Programme

Ensure that all project aims and objectives are delivered and managed within relevant timescales and budgets

**Main Duties:**

1. To manage all other staff engaged on the project: Programme Co-ordinator, Marketing Co-ordinator and Technician
2. To select a programme of theatre, dance and spoken word that meets the aims of the project stated in the funding agreement
3. Ensure the project is delivered to the highest possible standards and in accordance with the Council's Constitution and Financial Regulations including Arts Council England grant conditions, as well as Health and Safety Regulations
4. To match the programme with a range of suitable venues in Sunderland that will provide an exciting and innovative combination
5. To negotiate and agree programme opportunities with potential venues and liaise with venues throughout the programme delivery
6. To liaise with producing artists as and when necessary in relation to their productions
7. To liaise with main funders of the project, Arts Council England, and provide interim and final reports
8. Provide information and updated reports to SCC and core partners as and when required.
9. Liaise and communicate effectively with internal and external customers and partners on all aspects of the project.
10. To manage the project budget in Partnership with Arts Centre Washington/Sunderland City council staff who hold the grant monies for the project and undertake all financial transactions as required
11. To maintain and monitor all elements of income and expenditure regarding the project
12. To appoint an external evaluator on the project and commission a final end of project report
13. To be available for all press/media interviews as required and to ensure that Sunderland City Council communications is involved in all elements of the marketing and promotion of the project
14. To develop new ideas and rasie funds towards the continuation of Sunderland Stages once this project is complete.

**Terms and Conditions**

Length of contract: 12 months (1st January – 1st December 2017)

Hours per week : 15

Fee: £750 per month (all inclusive) – payable retrospectively on receipt of invoice

Base Arts Centre Washington

Applicants should apply by email to [matthew.blyth@sunderland.gov.uk](mailto:matthew.blyth@sunderland.gov.uk) by 12 noon on Monday 31st October 2016 attaching a CV and covering letter outlining relevant experience.

Interviews will be held on mid November 2016