

## JOB DESCRIPTION

**TITLE:** Director of Early Years Creativity, Take Art (P/T)

**RESPONSIBLE TO:** Executive Director, Take Art

**RESPONSIBLE FOR:** Early Years Music Lead, Making & Believing Project Manager and Early Years Project Coordinator.

**PURPOSE OF POST:** In association with the Executive Director develop and deliver a policy and strategic plan, together with a programme of work that supports the development of early years and the arts in Somerset and to contribute to the development of a regional policy and strategic plan for the early years and the arts.

Success is broadly defined as:

- The development of an ambitious early years programme which has its focus in Somerset and which harnesses opportunities regionally, nationally and internationally
- Demonstrable success in the financial resourcing and delivery of the early years project programme
- A programme of activity that supports both the professional and the participatory spheres of activity
- The optimisation of working across the different Take Art specialisms and working collaboratively with colleagues
- The capacity to deliver on all areas of the job description according to the perceived priorities

### MAIN DUTIES:

- To maintain an understanding of current early years and the arts practice within the county and to meet with key partner organisations
- To lead the early years creativity specialism and to pursue links with other Take Art specialisms as appropriate
- To develop, fundraise for, implement and monitor a focused policy, action plan and project programme that supports and develops early years and the arts practice within Somerset and the South West region.
- To deliver the EY specialism priorities (Raising awareness of quality, encouraging excellence, learning and extending reach) through:

Strategic and partnership development

- maintaining and developing Take Art's role as strategic first point of contact for early years creativity in the county.
- Continue to develop and disseminate good practice case studies
- Embrace opportunities nationally and internationally

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### Participation

- develop a portfolio of projects across artform with a range of partners
- increase reach and develop audiences in new spaces
- prioritise areas and deliver activity where engagement is low

### Programming

- Continue to develop Take Art's early years profile as a programme and performance brand
- Support the programming of high quality EY performance through project activity and liaison with promoters to increase understanding
- Work across Take Art specialisms to develop new work

### Continuing Professional Development

- support and signpost a programme of CPD opportunities for both artists and EY practitioners through Inspired and other projects
- work in partnership with other arts and non arts agencies and initiative eg RIO, SCIL, CYP
- take an active approach to researching new markets and offers in relation to policy and new priorities

## SENIOR STAFF MANAGEMENT DUTIES

As part of a senior management team to take a leading role in one or more of the following:

- Development of the Take Art Business and Action Plan
- Support for the county Diversity Forum as it develops and addressing issues around racial and other discrimination issues and as exemplified in the Take Art Diversity & Equality Policy & Action Plan
- Line manage staff as appropriate
- Exploration of climate change actions that Take Art can take
- Review and implementation of the organisational Digital Strategy
- Up to date understanding and compliance with legislation relating to Safeguarding Policies & Action Plans
- Other areas of work that might emerge as priorities for focus

## WHOLE ORGANISATION DUTIES APPLICABLE TO ALL STAFF MEMBER TEAM

- To contribute to the development of a professional working and learning environment within Take Art
- To ensure adherence to the organisation's policies and procedures with particular reference to Equal Opportunities and Health and Safety
- To contribute to the Digital Strategy and take an active role in the digital activities Take Art plans and delivers
- To provide excellent care in dealings with the public
- To work in the best interests of artists, art organisations and audiences throughout the county
- To keep up to date with developments in early years and make recommendations to the Executive Director and Board of Take Art
- To undertake CPD that will support and enable the postholder to deliver their duties

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- To keep up to date with developments in IT and communications systems which are relevant to the work
- To work in a flexible manner in line with the organisation's corporate objectives and role and be willing to undertake other duties as reasonably requested
- Any other reasonable duties as requested by the Executive Director and Board of Take Art.

## PERSONAL SKILLS/BACKGROUND

- Comprehensive working knowledge of and enthusiasm for early years practice and the arts
- Experience of a variety of artforms including visual arts, dance, theatre and music as they relate to the foundation stage
- An understanding of the challenges of working in a predominantly rural county
- Ability to work as part of a team, working in partnership with other parties and on one's own initiative
- Good report writing and presentational skills
- An ability to travel independently throughout the county and on occasion regionally and nationally
- To work out of office hours, as appropriate
- The ability to represent the philosophy of the organisation as required
- A willingness to undertake the necessary training to contribute to the achievements of the organisation's objectives
- Good financial management skills
- Strategic thinker

## JOB DESCRIPTION APPENDIX

**MEMBERSHIP OF SENIOR STAFF TEAM EXPECTATIONS:** As a senior staff member working collaboratively with other Specialism Directors and the Executive Director, there is a high level of autonomy associated with this position. Consequently, there is a high degree of responsibility and an expectation that the postholder will make a strong contribution to the vision, ambition and delivery programme contained within the four-year business plan.

### 1. CORE COMPETENCIES:

**Self-Awareness:** You know your own strengths and limitations, understand your own emotions and the impact of your behaviour on others in a range of situations. *How you behave has an impact on others and you need to be aware of this and act accordingly.*

**Self-Management:** You are able to perform in line with Take Art's values with professionalism and resilience in a range of complex and demanding situations. *Act appropriately in each situation also an expectation that your behaviour is proportionate to the situation.*

**Self-Motivation:** You demonstrate enthusiasm and motivation. You display self-confidence and calm and controlled behaviour even when faced with difficult people/situations. *Behaviour is appropriate to the situation with a default of self-consciously controlled behaviour.*

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Personal Integrity: You have a commitment to and demonstrate openness, honesty, inclusiveness and high standards in undertaking your role and managing others. *Openminded and a willingness to hear other opinions important. Inclusiveness is to involve others.*

## 2. TECHNICAL/PROFESSIONAL COMPETENCIES – the following are of direct relevance to staff working at Director level and will be used as part of your staff review process

Creativity/Innovation: You encourage the need to build on ideas and create a vision and solve problems by promoting new and improved methods of working. *To be forward looking and creative thinking – open to new ideas*

Collaborative Working: You promote and encourage co-operation by working and engaging constructively with colleagues, partners and users in delivering services. *Being constructive involves being supportive and positive in your actions*

Influencing/Communicating: You are able to vary your style and method of communicating to suit the audience and situation to persuade and influence key stakeholders. *A need to be aware of different ways of working and adapting to different people's styles – flexibility of approach*

Strategic Thinking: You have a long-term vision of how to develop your specialism to meet changing needs to ensure successful service delivery, with a focus on continuous improvement. *Important to stay ahead of the game, be nimble and open to new opportunities, build a variety of relationships and possible directions of travel*

Resourcefulness: You identify and raise the funds needed to realise your specialism ambitions. *Follow up the ideas with the money to make the projects happen*

Users/Community: You ensure our users, clients and communities and their needs are integral to the specialism you provide, the decisions you make and the actions you take. *Work is relevant and awareness of cultural diversity*

Report Writing: You have a clear, structured writing style

## WORKING CONDITIONS

Flexible working hours, 22.5 hours per week basic, full time is deemed to be 37 hours per week. Take Art operates a hybrid office/home working arrangement. Additional hours may be available on a project by project basis. Take Art aims to be an equal opportunities employer

RL 30.9.21

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