



Head of Programmes

Recruitment Pack

Welcome

Thank you for your interest in becoming our new Head of Programmes.

The Albany is a place of possibility, where the next moment of outstanding creativity that is rooted in Lewisham, and goes around the world, could come from anywhere in our organisation and community. This is an exciting time for us, as we look to expand our role as a cultural anchor for Lewisham; grow our profile and influence across London and nationally; and build on our community co-creation foundations to embed a democratic approach across all that we do.

Each year we deliver a high quality cultural programme for local audiences and participants; and we are an incubator for the talent and ideas that germinate here on our doorstep. We are now aiming to build on the legacy of our hugely successful year as lead producer for We Are Lewisham, London Borough of Culture 2022, and establish a new way of working which builds on our values and our success over the last few years.

This is a new role and our new Head of Programmes will share our passion for culture and creativity, and their potential to deliver social change. They will have experience programming and producing across a range of art forms, and be willing to work collaboratively and respond to what is needed locally. They will help take projects from conception to fruition and support aspiring and professional creatives to flourish.

If that sounds like you, please read through the rest of this pack for more context about the role and who we are looking for. If you have any questions or would like to have an initial, informal conversation about the position, please do get in touch.



**Gavin Barlow,
CEO and Artistic
Director and
Vicki Dela Amedume,
Creative Director**



Job title: Head of Programmes
Responsible to: Creative Director
Responsible for: Creative and Producing team
Key Contacts:
Engagement, Marketing and Communications,
Development, Production, Finance, Deptford Lounge,
Resident Organisations, Associate Artists

Contract: Permanent, full time
Salary: £45,000 per annum

Please upload a CV and personal statement via the online platform found on our website by: 10am, Monday 15 January.

Interview date: 22 January 2024

Benefits include: 25 holiday days per annum, plus bank holidays, stakeholder pension scheme, complimentary tickets to Albany performances, Albany CaffA discount, training and development opportunities, health and wellbeing support, hybrid and flexible working policy, access to interest-free season ticket loan and cycle scheme partnership.



Our Hiring Policy

The Albany aims to encourage a culture where people can be themselves and be valued for their strengths and we want our team to represent the same diversity of audiences and artists we welcome into our venues every day. We are keen to hear from a diverse range of candidates from all backgrounds drawing on different perspectives, experience and knowledge. We particularly want to encourage people who have lived experience of the Black and ethnically diverse communities we serve.

The Albany will offer an interview to anyone who identifies as a D/deaf or disabled person who meets the essential criteria.

We have a dynamic and flexible internal culture that gives employees control over the way they work and supports wellbeing. We will be as flexible as we possibly can be with supporting staff to balance their work and their personal lives. We are keen to have a conversation to find practical solutions to meet candidates' own situations whilst meeting the needs of the organisation.



We believe in fair recruitment. We will ensure everyone who wants to be a part of the Albany has the resources and confidence to apply. Feel free to contact us online, over the phone or in person if you need further assistance, or require the recruitment pack or application in a different format.

Recruitment contact: Ceri Ellen Payne
The Albany, Douglas Way Deptford, SE8 4AG
T 020 8692 0231 ext.206; E vacancies@thealbany.org.uk

About the Albany

The Albany is an arts centre committed to representing the extraordinary creativity and diversity of Deptford, Lewisham and South East London. Each year over 60,000 people attend our events, ranging from music to theatre, spoken word and family performances; and take part in our award-winning participatory projects for young people and adults over 60.

Alongside four performance spaces, a bar, café, garden and coworking hub, we offer a range of low-cost rehearsal space, meeting rooms and offices for community and creative businesses. We aim to foster a welcoming and inclusive space where everyone is inspired to be creative, and where artists are supported and developed, in part through programmes such as our Associate Artists and Creative Communities schemes.

The Albany has 23 resident organisations, and manages and programmes Deptford Lounge on behalf of Lewisham Council. We are co-lead of the national Future Arts Centres network and lead partner of Fun Palaces.

The Albany was Lead Delivery Partner for We Are Lewisham, the Mayor's London Borough of Culture 2022, with over 400,000 audience members attending over 600 events throughout the year. Also in 2022, we were appointed as Lewisham's Arts & Culture Anchor Organisation, responsible for leading sector support initiatives, facilitating networking and amplifying the creative work happening in the borough.



Our Values

Open and welcoming

We foster an inclusive space, both physically and culturally, where anyone can feel welcome and heard.

A home for ideas, creativity and action

Everyone has the potential to be creative. We believe that creativity can make real change for individuals and on urgent issues around social justice and the climate crisis.

A connector of people

We put our communities at the heart of any process. We share our knowledge to shape change and create something better for everyone.

Responsive and flexible

We're co-operative, willing to listen and adjust our approach according to the task in hand. We love seeing amorphous ideas become reality.

Committed to representing the extraordinary creativity and diversity of Deptford and Lewisham

We are deeply rooted in Lewisham and South East London. We advocate for its residents, representing the diversity of our borough and the voices of Black and Global Majority people

Adventurous and ambitious

We believe that a sense of adventure is essential to achieving our vision. While we are rigorous in our approach and celebrate our successes we're not afraid to try something new.



Context for the role

Since our establishment in the 1970s we have been known as a pioneering home for radical community arts. From hosting Rock Against Racism gigs in the 70s and 80s, to producing groundbreaking work highlighting the climate emergency as part of London Borough of Culture; our commitment to involving our local community in creating work that matters to them spans decades.

In recent years, we have been exploring ways of shifting our model and opening up our processes to be even more democratic and non-hierarchical. Our 'Artists of Change' project (2020-21) piloted a new model asking artists and local people to work together to help us transform what we programme and how we are run. The results ranged from a festival exploring how the arts encourage us to care for each other; to performances celebrating Black British identities.

Other experiments have included: regularly putting funding in the hands of Deptford and New Cross residents, for projects they have pitched and voted for; handing over resources to members of our older people's programme to plan their own activities; and acting as an incubator of community-led projects including our youth record label REZON8.

Our work in this area has been recognised internationally; shortlisted for the Calouste Gulbenkian and Art Explora awards in 2022 and 2023, with the Artists of Change model soon to be rolled out by organisations across Europe. It has also taught us that significant change is possible when those in control of resources hand over the keys.

Our new Creative Strategy will see us consolidate all that we have learned, bringing our creative and engagement activity into closer partnership and making a long-term shift in our operations to further embed a community-led way of working. We are really excited about this opportunity, and are looking for a Head of Programmes who can help us lead the way in building relationships with artists and partners, engaging a broad spectrum of our local community and producing exciting future projects.



Hello Stranger at Deptford Lounge, 2023

Main focus of the role

The Head of Programmes will work alongside the Head of Engagement and the Head of Business Development to deliver the recently updated strategy.

- Develop and oversee a presented programme of regular live performance, music, comedy and work for families to ensure we are meeting the expectations of a high quality and inspiring ‘on your doorstep’ cultural offer
- Develop the Albany’s role as a cultural incubator, supporting new projects and programmes that mix artist-led, youth-led, community-led and co-created work, building strong links and pathways between presented programme, artist development, community engagement and our work with young people
- Support the development of new regional and national strategic projects that build on the success of projects like We Are Lewisham.



Duties and Responsibilities

Our programme is designed by our audiences, participants and communities.

Artistic Planning, Programming and Producing

- Work with the Creative Director to develop and plan presented and artist development programmes, ensuring that all activity supports the Albany's priorities - jointly set by the executive management team and community council
- Lead on delivery of presented and artist development programmes, acting as a lead producer for key projects as required
- Work with the Head of Engagement to ensure different sectors of the local community, young people and artists are meaningfully engaged in shaping the creative offer of the Albany
- With the Head of Engagement, be responsible for supporting and producing community-led and artist-led projects, programmes and events in the Albany and our sister venue, Deptford Lounge

- Manage existing partnerships locally, regionally and nationally that support and enrich the delivery of our Creative Strategy
- Actively seek and respond to opportunities - locally, regionally, nationally and internationally that align with the delivery of the Creative Strategy

Resource Development

- Identify fundraising opportunities and write/contribute to applications as required
- Develop and manage budgets including commercial targets
- Work in partnership with the development team to grow income from a range of sources including co-commissioning and co-producing funds, earned income, public funds and philanthropic giving

Operational

- Be responsible for creative programmes budgets, working to ensure resources are used effectively and efficiently in line with organisational priorities and within the Albany's financial policies and procedures
- Negotiate contracts and agreements, ensuring projects/events are delivered to agreed standard, within set timelines and budgets
- Ensure effective administrative systems are in place, up to date and managed within organisational and legal requirements
- Oversee the development and management of effective monitoring and evaluation systems across programmes, which meet the needs of the organisation as well as of external funders and partners
- Lead on recruitment of staff and freelancers as required
- Work with the development team to produce quality reporting to funders to build and sustain relationships with the Albany's supporters
- Provide leadership to, and management of, the creative team, ensuring that they are motivated and supported to deliver the strategic aims and objectives of the Albany
- Work with the engagement and marketing teams to build dynamic relationships with audiences and communities, to inform the development of all programmes and to maximise their potential
- Manage internal co-ordination and logistics of incoming projects, presented programmes and events - including liaising with Marketing, Production, Visitor Services and Operations to enable the effective planning and delivery of activity
- Building strong relationships with the operational teams and being ready and willing to support as needed on an ad-hoc basis
- Lead on internal communications relating to artists development and presented programmes

- Provide support with the recruitment and coordination of our wider stakeholder and community ambassador forums and networks
- Work actively as part of the senior management team and contribute to the organisation's management and strategic planning
- Work with engagement team and business development team to support the presentation of community-led programme as needed

General

- Build and maintain positive working relationships with artists, participants, partners and colleagues; and ensure a smooth and comprehensive communication system between internal teams and with external partners
- Undertake the necessary personal and organisation-wide training to meet business needs

- Undertake any other reasonable duties, commensurate with the level of the post, so as to ensure the smooth running of the Albany and Deptford Lounge creative programmes
- Be committed to putting communities at the heart of everything we do
- Support the aims and objectives of the Albany, both internally and externally, exemplifying the values of the organisation and good practice
- Work within the Albany's Health & Safety, Environmental Sustainability, Equality and Diversity, Data Protection and Safeguarding policies
- Deputise for the Creative Director when required

REVIEW ARRANGEMENTS

The Albany is a fast developing organisation and it is to be expected that this post may change and evolve over time. Changes to the role will be subject to periodic review in consultation with the post holder.

Person Specification

What we're looking for from you

Essential criteria

Please demonstrate your experience with the essential criteria in your personal statement. We welcome applicants who can demonstrate experience of the following in a wide variety of ways, including with non-traditional work experience

- At least five years' relevant professional experience, including two years in a management position with responsibility for budgets and personnel
- Past experience leading a team or strong leadership potential
- Experience working in participatory arts and a strong understanding of the challenges of different co-creation approaches and the process of making work with artists and communities
- Experience of programming in a venue
- Understanding of arts funding systems including Arts Council England funding
- Multi-disciplinary experience including a good working knowledge of a range of art forms
- A demonstrably entrepreneurial approach in your work; able to bring an enterprising mindset to the Albany's charitable activities, maximising earned income for projects and productions where possible
- An understanding of marketing, audience development and engagement practices
- Excellent project management skills and experience, with a meticulous attention to detail
- Experience of managing multiple and complex budgets

- Strong administration and IT skills, with an awareness of contracts and other legal requirements relevant to the role
- Excellent communication skills, with an ability to manage conflicting expectations and objectives across multiple artistic projects showing sound judgement, sensitivity and discretion; and the ability to work with people from all backgrounds and at all levels
- Ability to manage a busy and multi-project workload whilst meeting deadlines
- Experience of creating and managing partnerships, including partnerships across other sectors
- An enthusiasm for, and understanding of, the ethos and objectives of the Albany with a passion for the arts and their potential for delivering social change
- An in-depth knowledge of more than one of the following: music, spoken word, comedy, theatre, circus, cabaret, outdoor arts or family programming

Desirable criteria

- Lived experience of the communities we serve, with a specific understanding of the challenges facing Black, Asian and ethnically diverse communities
- Experience and a track record in fundraising
- Knowledge of working with events management and CRM systems

We're looking forward to hearing from you.

We welcome feedback about how you found your recruitment journey with us - you can contact us at: vacancies@thealbany.org.uk.

the Albany 




WE ARE LEWISHAM

WELCOME TO LEWISHAM,
LONDON BOROUGH OF CULTURE 2022

Music moves me

The Albany, Douglas Way, SE8 4AG

The Albany is a registered charity number 1112521

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ENGLAND**

