

DEEP ROOTS TALL TREES (DRTT) – Artistic Director Job Description

Outline

The Artistic Director is responsible for the successful leadership and management of the organisation as presented to the Board of Trustees. Currently DRTT is part way through a two-year project CHANGING CORBY. Beyond this project, the new Artistic Director, will be asked to set the future vision and work with the General Manager to raise the funding for DRTT's developments. Please see DRTT website for further information about the organisation:

<http://www.deeprootstalltrees.org/about-us/the-story-so-far/>

The current structure of the organisation is: Creative Producer (**post not to continue**), Artistic Director, General Manager, Project Co-ordinator, Choir Director, Dancetheatre Director and freelance artists, all of whom are self-employed and part-time.

Primary Duties and Responsibilities

Leadership

- Develop and keep on track an innovative and exciting artistic vision and strategic plan to take the organisation forward (this will be presented to the Board of Trustees). This includes researching quality artists and staff to work as part of the team enabling everyone involved in DRTT to continue the creative journey.
- Identify, assess, and inform the Board of Trustees of internal and external issues that affect the organisation
- Act as a professional advisor to the Board of Trustees on all aspects of the organisation's activities
- Foster effective working team between the Board and the Artistic Director and between the Artistic Director and other staff and artists.
- In addition to the Chair of the Board, act as a spokesperson for the organisation
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate
- Represent the organisation at community activities to enhance the organisation's community profile
- In conjunction with the Board of Trustees, to ensure sufficient members of Trustees to maintain an effective Board.

Operational planning and management

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organisation
- Ensure that the operation of the organisation meets the expectations of its members, Board and Funders
- Oversee the efficient and effective day-to-day operation of the organisation. The Project Co-ordinator is responsible for co-ordinating all the events in a set project as well as other duties within a project.
- Make sure policies are reviewed on an annual basis by the General Manager and recommend changes to the Board as appropriate

- Ensure that staff and volunteer files are securely stored and privacy/confidentiality is maintained
- Make sure that the General Manager provides support to the Board by preparing meeting agenda and supporting materials
- Oversee the General Manager's implementation of keeping the website up to date
- Oversee the General Manager and Project co-ordinator implementation of marketing and publicity.

Program planning and management

- Oversee the planning, implementation and evaluation of the organisation's programs and services
- Ensure that the programs and services offered by the organisation contribute to the organisation's mission and reflect the priorities of the Board
- Monitor the day-to-day delivery of the programs and services of the organisation to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of special projects

Human resources planning and management

- Determine staffing requirements for organisational management and program delivery within budgets.
- Manage and be responsible for other staff in the organisation - Currently a two day a week General Manager; a two day a week Project Co-ordinator; Choir director, Dancetheatre Director and other freelance artists.
- Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff which are delivered by the General Manager.
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations, which is delivered by the General Manager.
- Recruit, interview and select staff that have the right technical and personal abilities to help further the organisation's mission
- Ensure that all staff receive an orientation to the organisation and that appropriate training is provided
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
- Coach and mentor staff as appropriate to improve performance
- Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures

Financial planning and management

- Oversee the General Manager's preparations of budgets.
- Secure adequate funding for the operation of the organisation and present to the Board.
- With the General Manager, research funding sources, oversee the development of fund raising plans and write funding proposals to achieve sufficient funds for the organisation to continue moving forward.
- Participate in fundraising activities as appropriate
- Approve expenditures within the authority delegated by the Board
- Ensure that sound bookkeeping and accounting procedures are followed – the General Manager presents cash flow and budgets to the Artistic Director at the end of each month.

- Along with the General Manager, provide the Board with comprehensive, regular reports on the revenues and expenditure of the organisation.
- Ensure that the organisation complies with all financial legislation.

Community relations/advocacy

- Communicate with stakeholders to keep them informed of the work of the organisation and to identify changes in the community served by the organisation.
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organisations to help achieve the goals of the organisation.
- Maintain an awareness of and contacts with artistic activity in the area.

Risk management

- Identify and evaluate the risks to the organisation's people (clients, staff, management, volunteers), finances, goodwill, and image and implement measures to control risks
- Ensure that the Board of Trustees and the organisation carries appropriate and adequate insurance coverage
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage.

If you would like to talk to someone at Deep Roots Tall Trees about this post, please phone Rosalind Stoddart on 07717597063