# Project Director

## National Contemporary Art Gallery Wales (NCAGW)

A Welsh Government role contracted by Arts Council Wales

### Role Description

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| Contract remuneration: |  | £60,899 – £77,553 per annum (self-employed contractor / fixed term 2 years) |
| Team: |  | National Contemporary Art Gallery Wales |
| Reporting to: |  | Director of Operations – Funding Services (Arts Council Wales) / Independent Chair of the Project Board  |
| Line managing: |  | Project Team  |
| Location: |  | Flexible  |
| Travel: |  | Frequent |

### The Arts Council of Wales

Arts Council of Wales is an independent charity, established by Royal Charter in 1994. We are the national public body for funding and developing the arts in Wales.

Our vision is of a creative Wales where the arts are central to the life and well-being of the nation, making our country an exciting and vibrant place to live, work and visit.

The success of our vision depends on the imagination and creativity of our artists, the quality of their work and the efforts that are made to reach out to and inspire audiences. Our role is to create the environment in which ambitious, enterprising artists can grow and flourish, and where as many people as possible enjoy and take part in the arts.

### About this role

The Project Director will lead on operational & strategic matters in relation to the new Welsh Government sponsored project to establish a new National Contemporary Art Gallery Wales.

As such, this is a high-profile opportunity involving significant stakeholder management in relation to government, key delivery partners including other national institutions, and the contemporary arts sector in Wales and internationally.

The Project Director will provide leadership to the Project Board in the delivery of this exciting national project involving a network of galleries distributed across the whole of Wales, a new brand with international profile, digital platforms that will complement the galleries, and the development of a new ‘anchor site’.

The Project Director (NCAGW) will be required to operate confidently at a senior level, working collaboratively with the senior leadership teams across the national partners and Welsh Government Sponsored Bodies, providing senior executive decision-making to the NCAGW Project Board.

The Project Director will lead the delivery and implementation of a Project Plan for the NCAGW ensuring that there is effective management of finances, resources and people, and ensuring that the NCAGW project business is being managed in an accountable and appropriate manner.

The Project Director provides accessible and expert advice on the business and administration of this new national project and must be able to talk with authority within an international context on high profile cultural capital developments.

### Principal responsibilities

1. Governance and Corporate Management of the NCAGW project – is accountable for the effective delivery of the National Contemporary Art Gallery Wales. Working with the Project Board Chair and Chief Executives of national partners

* providing professional, high-level advice to the participating galleries across Wales on their capital redevelopments
* overseeing the management of the Welsh Government grant funding, leading the corporate management and monitoring processes that underpin the investment
* driving further investment in the project from a range of sources including commercial sponsorship and philanthropic support
* Expanding the current governance arrangements through the project’s next phases

2. Equalities – ensuring both individually and collectively on behalf of the Project Board, that the NCAGW project fully embraces the principles and priorities of cultural democracy, widening engagement and the Welsh Government’s Anti-Racist Wales Action Plan.

3. Specialist knowledge – must be able to offer authoritative advice and specialist knowledge on major capital investments and high-profile international arts projects.

4. Resource development – the ability to influence and negotiate with partners and stakeholders to develop additional investment to support the delivery of the NCAGW project.

5. Partnerships – builds and maintains relationships at a senior level with local, national and international bodies and agencies.

6. Research, data and intelligence – oversees the delivery of a comprehensive programme of business intelligence, data gathering, research and evaluation in relation to the NCAGW project.

7. Management – is accountable for ensuring the effective and appropriate use of financial, human and physical resources. This includes:

* supporting and mentoring staff (assisting with the planning, management and delivery of work, training and professional development)
* effective and accountable budget management
* Monitoring progress, reporting to the Project Board
* Line managing any staff recruited to assist in the delivery of the Project Board’s delivery and planning
* Managing any contracts in relation to the NCAGW project
* Well-being and sustainability – encourages an approach to management that embraces a positive commitment to the Welsh Government’s wellbeing goals.

9. Risk management – ensures that:

* appropriate steps are taken to: identify, manage and report on risks within area of responsibility

10. Advocacy – promotes the profile of the National Contemporary Art Gallery Wales and the activities that it supports with politicians, media, communities and others.

11. Flexibility – as a senior member of staff, is frequently required to work across Wales outside of normal working hours. Responsibilities also require occasional international travel.

12. Corporate compliance – adheres to those policies that protect staff against potential exposure to reportable risks and incidents. These include Anti-Fraud, General Data Protection Regulations, Welsh Language Standards, Wellbeing of Future Generations and Cyber Security/ICT use. (Staff responsibilities are defined in the relevant Arts Council policies.)

13. Additional duties – any reasonable duties consistent with the above.

### Welsh Language

Welsh language skills are desirable

Welsh language skills are one of the skills that will assist in fulfilling the duties of the role satisfactorily, but are not essential to it. However, they will bring a valuable skill that will strengthen the ability of the project as a whole to provide an effective and efficient bilingual service.

### How to apply

Should you wish to find out more about the roles or have an informal discussion please contact richard.nicholls@arts.wales

Application is by CV and a brief covering letter (no more than two sides of A4) addressing the requirements of the role, along with the contact details of two references and an Equality, Diversity and Inclusion Monitoring Form. If you would like to submit your application in an alternative format, such as voice note or British Sign Language video, please contact us first.

Applications should be sent to: richard.nicholls@arts.wales by 12:00pm (midday) on **10 March 2023.**

Applications from culturally and ethnically diverse people and underrepresented groups are encouraged and warmly welcomed. Applications are welcomed in Welsh or English and we will correspond with you in your language of choice. Applications submitted in Welsh will be treated no less favourably than applications submitted in English. We aim to take positive steps to ensure that all candidates are selected for vacancies solely on their suitability for the role.

### Interview Date

To be confirmed

### Knowledge, experience and attributes

We want to attract a strong and credible leader who has an experience of managing high profile capital projects, a commitment to the principles of open and accountable public service, and the flair to work with a diverse range of stakeholders.

The partners involved in the NCAGW aspire to be an innovative, forward-looking group of partners, work collaboratively with each other to ensure that we’re efficient, effective and useful.

In addition, this role requires the following specific knowledge, experience and attributes. Applicants will be assessed against the essential and desirable criteria set out below:

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|  | **Essential** | **Desirable** |
| **Knowledge** | * A passion for the arts and the vision to develop initiatives and strategies that advance the work of the NCAGW Project Board
* A detailed practical understanding of the management of public funding
* A strong and demonstrable track record in the delivery of large scale capital investments preferably in the arts
* A familiarity with the analysis and interpretation of business plans and financial information
* A thorough understanding of equalities issues and their practical application to projects of national significance
* A thorough understanding of the regulatory obligations that apply to public bodies including governance structures
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| **Skills** | * Competent IT and administrative skills
 | * Prince2 skills or another recognized project management tool
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| **Experience** | * Substantial professional experience at a senior management level within the arts or major publicly funded capital projects
* Experience of delivering and/or monitoring significant capital projects
* Experience of project planning and project management
* Experience of initiating, developing and implementing policy
* Significant financial and business literacy – the ability to plan and manage budgets, and assess, diagnose and address financial and operational issues in the arts
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| **Attributes** | * The personal authority to operate credibly at a senior management level, and the flexibility to work effectively across leadership teams of key organisations
* Excellent spoken and written communication skills – the ability to be an effective and persuasive advocate and negotiator
* Excellent leadership and management skills, and the experience to inspire, mentor and support staff
* A commitment to continuing professional development
* The ability and willingness to frequently travel throughout Wales, the UK and occasionally overseas and to work unsocial hours as the need arises (this could be at least a monthly requirement)
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| **Welsh language** |  | * Fluency in Welsh (both written and spoken)
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