

## Job Profile

### Creative Programme and Partnership Manager

#### Job Purpose

The Creative Programme and Partnership Manager, working closely with Baltic's Director and senior creative team, will play a critical role in the delivery of Baltic's creative programme and partnerships, as well as ensuring alignment with our Arts Council of England's (ACE) business planning and delivery reporting. You will support the Director in successfully delivering and managing Baltic's creative programmes and strategic creative partnerships, from inception to project closure. You will work closely with key internal stakeholders across Baltic departments to manage the project schedule and risk register effectively.

The Creative Programme and Partnership Manager will effectively support the Director and creative team leaders in the planning, resourcing and delivery of an integrated programme of activities that align with Baltic's objectives; ensuring that the Creative Programme team meets its business objectives: artistic, audience, educational and financial, in accordance with the Baltic's mission, vision and organisational plan.

#### Key Outputs and Accountabilities

##### Main Activities/Responsibilities:

###### A. Leadership Team

- Contribute to the development and delivery of Baltic's mission, vision and strategy with particular focus on collaboration across creative areas.
- Support the development of collaborative, cross-team working and processes to deliver Baltics priorities with particular attention on the efficient and effective planning of the Baltic Creative Programme and Partnerships.
- Attend Senior Leadership Team (SLT) meetings on behalf of the creative programme team and ensure effective communication between the leadership and creative teams.

#### Person Specification

You will have a significant track record of senior administration of overseeing complex creative programmes, excellent project management skills, including managing and reporting on six figure budgets, schedule and risk management (as well as an understanding of the complexities of working within a matrix environment).

You will thrive on facilitating systems and providing the platform for others to succeed in creative programmes.

In-depth practical knowledge and an excellent analytical approach to understanding all processes involved in the delivery of an ambitious and diverse, large scale Creative Programme and a proven track record of problem-solving and finding innovative solutions.

## **B. Programme Management**

- Play a key collaboration and management role in the delivery of Baltic's Creative Programme working across curatorial, learning, and civic engagement areas.
- Write and manage the creative programme schedule (development to delivery and evaluation) agreeing in liaison with the creative team to ensure the key milestones are met.
- Lead forward planning and reporting across the programme of exhibitions, public and learning programmes; ensuring to meet audience and business objectives, and remaining sustainable within existing resources.
- Ensure tasks delegated to the creative teams are completed on schedule, are within budget and reported on effectively.
- Manage and identify risk through leading the creative programme Risk Register and appropriately escalating risks as required.
- Ensure good communication of programmes with colleagues, both verbal and aural.
- Implement and manage robust, effective processes for the management and delivery of the creative programme and partnerships that align with wider organisational schedules and deadlines.
- Responsible for compiling reports, for stakeholders as requested by the Director.
- Ensure that the team's planning processes and programme content are best practice and compliant with Baltic's policies and practices.
- To organise and support meetings including chair (as required).

## **C. People and Culture**

- Provide support and contribute to a coaching culture working closely with the creative team leads to ensure the successful delivery of objectives within a collaborative and empowering working environment.

## **D. Internal and External Liaison**

- Ensure regular liaison and collaboration with teams across Baltic.
- Represent Baltic as required in national and international professional networks, keeping abreast of international standards as required.
- Support the Director on Creative Strategic Partnerships with a central coordination role, managing operational and budget aspects of strategic aims of local, national and international partnerships (including Baltic and Northumbria University partnership [BxNU]).

Highly effective communication and influencing skills and the ability to develop effective working relationships and inspire confidence in those around you. You will value influencing an inclusive and empowered culture within the organisation with the ability to write and edit lucid text for a number of constituencies.

Knowledge of the theory and practice of inclusion and cultural diversity.

Data literate and proficient in reporting software and systems with the capability to develop dashboards and utilise Excel. Key software used in Baltic comprises of Power BI, Sage HR, Sage Intacct, and Microsoft Office 365.

Highly numerate with sound business planning skills, including financial management, resource allocation and risk management. Proven experience of the construction, revision, monitoring and management of large budgets.

Articulate and confident communication and interpersonal skills necessary to deal with a wide range of people internally and externally including both, regionally and internationally. Supporting funding bids and reporting in multiple evaluation frameworks to a wide range of funders.

The ability and willingness to travel and to attend out of hours functions, as required.

- Support research aspirations, working with the Directors, Baltic Professor and key NU staff to support the planning and evaluation of research bids and partnership reporting and ensure impact between the theory and practice of Baltic and BxNU Institute, Baltic's strategic partnership with Northumbria University.
- Work with the Director and Team Leader (Learning), to plan and manage Baltic's contribution to the academic and programmes within the BxNU Institute, and support research funding ambitions to enhance the Institute's resilience and impact.
- Collaborate on and support funding bids and evaluation strategy; reporting as necessary.

**E. Tours and External Contracts**

- Support the Creative team on appropriate contractual frameworks and agreement of fees, for Baltic's touring exhibitions within the UK and worldwide.
- Negotiate any external fees and contracts as required and keep accurate files and frameworks.

**F. Budget and Resource Reporting**

- Overseeing budgets and supporting programme budget holders while facilitating transparent communication of costs throughout projects.
- Collaborate with the Production Registrar Manager to establish and oversee exhibition and programme budgets, as well as to verify that construction and installation timelines are in sync with the overarching project timeline.
- To participate in contractor selection processes and, upon selection, oversee the contract to guarantee successful completion as required.
- Any other duties commensurate with the level of the post, as may be reasonably required.
- Deliver ACE Business planning and reporting.

**Desirable**

Postgraduate qualification in a relevant subject.

Experience in fundraising.

Knowledge of contemporary art and/or creative pedagogy.

Significant experience in project managing large-scale contemporary arts and/or learning programmes.

Knowledge of the theory and practice of inclusion and cultural diversity strategies into project planning.

**Reports to:** Director

**Direct Reports:** None

**Pay Band:** Band C