



Manchester Craft & Design Centre

Creative Director

3.5 days per week, full time salary £35,493 (pro rata), plus pension

Closing date: 30 November, interviews week of 12 December

Manchester Craft & Design Centre

17 Oak Street

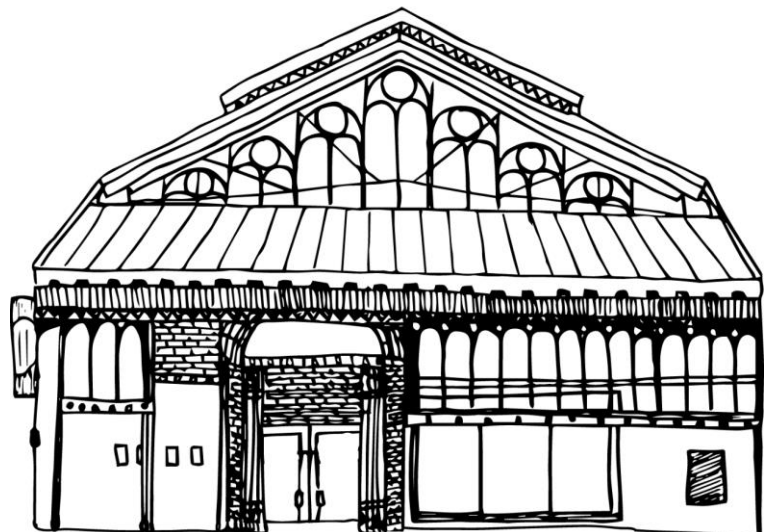
Manchester

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MCAD is Manchester's space for craft, community and making

About us

Manchester Craft & Design Centre is located in a glorious former fish and poultry market in the city's thriving Northern Quarter. A registered charity, Arts Council National Portfolio Organisation (NPO), and part of Manchester City Council's Cultural Partnership, for 40 years we've been home to some of the region's most talented independent designers and makers. Selling textiles, jewellery, accessories, ceramics, glass, prints and homeware, each of the 20 studios offers so much more than just a shopping experience – it's a place to be inspired and to connect with the world through making. We play a significant role for craft in the Northwest and nationally.

We promote craft in all its forms, expanding the definition and relevance of craft for *everyone*. We nurture and develop emerging and established talent, support viable creative careers, and showcase innovative and ambitious craft practices.



Our exhibitions and curated event programmes promote local, UK and International craft and design. The building is open to the public six days a week and provides unprecedented access to incredible practitioners and their processes, is a safe creative space for our neighbours to meet and participate and allows creative businesses to thrive within a supportive community.

Our strategic objectives are to:

- 1) Create space and activities for craft and community to flourish
- 2) Nurture and celebrate the talent of practitioners and makers
- 3) Be a powerful advocate in our sector and to funders for craft and making
- 4) Ensure financial, social and environmental sustainability for MCAD

Our vision and values

MCAD is a place of enterprise, production and creativity and reflects the rich diversity of Manchester's 21st century communities. We welcome everyone to experience and engage with making and our creative community. We safeguard a space for everyday creativity in the heart of the Northern Quarter and look outwards beyond our building. All of our work will be developed through the lens of equality and environmental sustainability. These are intrinsic values placed at the heart of our decision-making.

1) Welcoming

We welcome all who wish to visit, work and learn with us. We create spaces that are vibrant, social and safe. We base our plans on listening to our key constituencies, creatives and diverse communities and pursue ways to make our work more useful and relevant to more people. We actively seek to remove barriers to participation and leadership for those who might be excluded from our programmes, activities, staff team and governance.

2) Transparent

We behave with integrity and accountability around our decisions, programmes and strategies. We passionately believe in equality of opportunity and the value of craft and making in the world today. We look outwards for partners and projects with shared values.

3) Supportive

Our approach is compassionate and people-centred, in our dealings with our creative community, staff, audiences and collaborators. We work towards shared wellbeing with everyone we encounter. We embrace our civic role to take action on social injustice and climate change and improve our local area.

4) Empowering

We seek to inspire and support creative and sustainable ways of living and working. We create opportunities for visitors to experience and participate in the positive power of making. We support creative careers and skills development, particularly for those with the least advantage and opportunity.

5) Vibrant

We support artistic, creative and entrepreneurial risk. We are confident and capable of making change. We are an innovative, listening and learning organisation, accumulating and embedding knowledge. We are energetic and well networked, generous in sharing our learning, and actively advocate for our sector.

Our future

Still in a phase of recovery in a world adapting to a life after COVID-19, we are taking the exciting step of *listening* to our communities and audiences, and carefully reviewing our activities to create a truly relevant MCAD for the future. We are changing how we do things; starting to be more dynamic with our approach to creative entrepreneurialism and creating a space that invites all to experience the intoxicating joy of everyday craft.

Having been a keystone in the regeneration of the Northern Quarter, we continue to make a major contribution towards the growth of Manchester's cultural vitality. We are working with MCC to make our current premises more fit for our direction of travel and exploring the feasibility of a capital transformation which will be directly underpinned by our values and ambition.

Very sadly, our director of almost 15 years, Kate Day, passed away unexpectedly in June 2022. For a small, tight team, this has been a challenging time, but we've come out of it with the determination Kate would expect, and that her legacy deserves. We now want to find a new artistic lead for the organisation who can drive the creative vision forward.

Highlights of the past 12 months have included:

- Developing the City's culturally diverse talent through our Hands On bursary
- Being a pivotal sector partner with NW Craft Network (NWCN), Great Northern Contemporary Craft Fair (GNCCF) & Manchester School of Art (MSoA) to develop Manchester as a city for craft
- Supporting our makers to move from survival to recovery mode post COVID
- Creating a community hub: free workshops & making for our local community in the Northern Quarter



Our ambition for 2023-26 is to build on the incredible legacy left to us by long-serving Director Kate Day, with a focus on:

- Being a leader in the craft sector regionally and nationally with the North West Craft network, developing impactful partnerships and projects
- Supporting diverse maker talent in Manchester and creating pathways to creative entrepreneurialism
- Working with MCC & Manchester School of Art to cultivate a place-based approach to embed craft & design as a key USP for the City
- Driving footfall to the City Centre through our creative offer and by forging strong links with Northern Quarter & Ancoats
- Supporting MCC's Zero Carbon priorities & Climate Change Framework to co-create more effective use of our beloved historic building

Creative Director

Purpose of role

MCAD is looking for an ambitious, inspirational, resilient and inclusive Creative Director to lead the charity strategically and operationally as we embark on our next chapter. The successful applicant will join us at a crucial time to influence, lead and develop our strategy and team, delivering a broad-based programme of exhibitions, creative and community activities for all ages and ensuring that Manchester as a city can take a leading role for craft in the region and nationally.



Above all we are searching for a collaborative leader who can drive forward relevance, participation, inclusion & quality for the wider sector, nurture a small but effective team, reflect Manchester's rich diversity in our makers, audiences and partners, support a coherent programme supporting talent development at each stage of makers' careers, and work with key partners (including Manchester City Council, Manchester Metropolitan University, Great Northern Contemporary Craft Fair, North West Craft Network) to position Manchester as an inclusive, high-quality place for craft.

Key deliverables in first 12 months:

- Shape the 2023-26 business plan in response to our community consultation and other learnings
- Support the North West Craft Network and other partners in the region
- Clarify and design the artistic policy
- Start a programme of renewed artistic direction and internal culture change
- Form strong relationships with staff, makers, funders and partners
- Embed the ACE investment principles into the organisation
- Help the team implement a new income generation plan
- Co-ordinate the future plans for the building

Person specification

Single or joint applications are welcomed from those with experience in the wider arts and museum sector, as well as craft-based teaching at FE/HE level.

This is a new role for MCAD as we develop the skills and approach to support our new vision. We are looking for a candidate who can demonstrate the following:

- Experience of creating an artistic vision and focused leadership with the ability to collaborate, share and develop ground-breaking partnerships through a wide variety of networks
- A leadership style that inspires and empower others, fosters a strong team spirit and enables open and joyous collaboration
- A deep understanding of and interest in craft (including digital content creation) with excellent contacts in the sector
- Strong management experience, including leading a diverse team, developing talent and

managing HR processes

- Excellent communication and interpersonal skills, including the ability to influence and advocate successfully, speak publicly and write concise impactful reports
- A track record of successful fundraising and ability to work to targets, budgets and deadlines
- Absolute commitment to equality, inclusion and diversity
- Experience of charity management including financial scrutiny and board management

All MCAD staff members are expected to demonstrate:

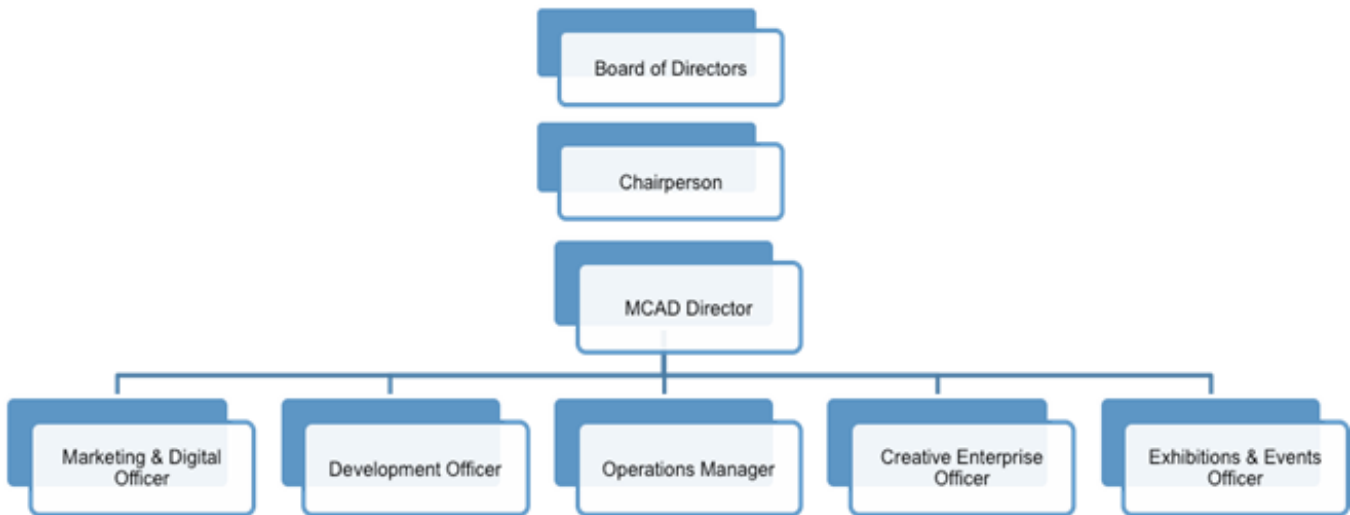
- Ability to work as part of a team and work under pressure.
- Open commitment to diversity and inclusivity.
- Strong organisational skills, ability to plan and prioritise work and fulfil administrative duties.
- A flexible approach to working hours including an ability to work outside office hours, including some evening work, weekend work and travel off site.
- Ability to identify and implement innovative solutions to problems.
- Tact and diplomacy in all interpersonal relationships with both users of the building and external agencies and contacts.
- Work in accordance with relevant legislation such as the Health and Safety at Work Act.

Knowledge, understanding and experience

Essential	Desirable
Strong commitment to MCAD's vision and values	Experience of creating and implementing long-term vision and planning for a creative organisation
Forward thinking, well connected with strong knowledge of the UK and international craft sector	Experience of managing a publicly focused craft organisation in the UK
Experience of fundraising and/or income generation in an artistic context	Ability to collaborate with partners on fundraising activities
Extensive experience delivering successful diversity initiatives in the arts	Experience of working within a grant-funded organisation (ie. ACE, local authority) and understanding of reporting requirements
Understanding of charity management including financials, budgets, policies and reporting on outcomes	Experience of managing a board and preparing charity papers,
People management experience with proven ability to lead and motivate those around you	HR leadership skills as well as understanding of deep and long-standing programmes for volunteers

The Organisation

MCAD is run by a management team, guided by a voluntary Board of Trustees. Our small and busy staff team work closely and flexibly to deliver our ambitious plans. Since being granted charitable status in 2017, we also have a trading arm (MCAD Enterprises Ltd) which oversees the commercial aspects of the organisation.



Main terms and conditions of employment

Responsible to: MCAD Board of Trustees

Responsible for: MCAD staff team

Employer: Manchester Craft & Design (MCAD)

Term: Fixed term contract to April 2026

Holidays

You are entitled to 25 days paid holiday during each holiday year, or the pro-rata equivalent if you work part time.

On completion of 1 year's continuous service, an additional day of holiday will be accrued. An additional day's holiday will then accrue on completion of each year's full service, up to a total of 30 days' holiday entitlement after 5 years' service. This entitlement shall be pro-rata for part time positions.

Pension

Our pension provider is called the Pensions Trust. You are eligible to be enrolled into the MCAD workplace pension scheme from 3 months from the date your employment commences. You will pay in 5% of your earnings each pay period. This will be taken directly from your pay and may include tax relief from the government. We will also pay in 3% of your earnings each pay period. The total amount put into your pension pot will be 8% of your earnings.

Employee Assistance Programme with Spectrum Life

Our Employee Assistance Programme (EAP) is a free, confidential counselling and wellbeing support service available to all resident makers, affiliate makers and staff, their partner/spouse and dependent children over 16 still living at home.

Place of Work

Your normal place of work is the Manchester Craft and Design Centre, 17 Oak Street, Manchester M4 5JD or such other place as MCAD may reasonably determine.

How to apply

To apply, please send a short cover letter (no longer than 2 sides A4) demonstrating your experience in delivering the key objectives of the role and person specification, along with your CV to contactus@craftanddesign.com before 30 November 2022. We will be interviewing in the week of 12 December 2022, ideally in person in Manchester.