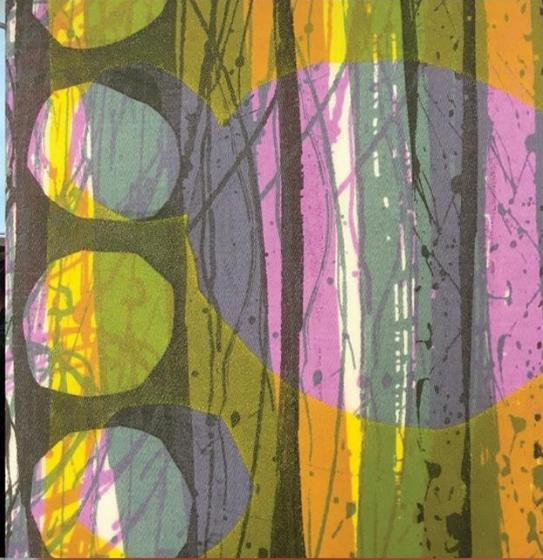


Job Application Pack

WYPW

WEST YORKSHIRE PRINT WORKSHOP

EST.
1984



Director West Yorkshire Print Workshop



Contents

Background	4
Key dates.....	4
Management Board	5
Vision and Mission	5
Values	5
Earned income strands	6
Our four key areas of business	6
1. Education	6
2. Print Studios/membership	6
3. Exhibition Programme.....	7
4. Studio Artists.....	7
Organisational Structure	8
Job Description and Personal Specification	9

November 2020

Dear Prospective Applicant

Vacancy: Director West Yorkshire Print Workshop

Thank you for showing an interest in the above post. After 8 years as Chief Executive, Julie Gaskell-Johnson is retiring from West Yorkshire Print Workshop. Julie's inspirational and dedicated leadership has enabled the workshop to go from strength to strength and we all wish her well in her next adventures. Julie kindly delayed her departure due to the ongoing challenges of the pandemic and will now leave by April 2021. We wish to appoint in advance to enable a smooth transition.

If you are an enthusiastic, inspirational and experienced arts professional then we would love to hear from you. Responsible for the ongoing and future strategic development of West Yorkshire Print Workshop, you will be joining the organisation at an exciting time in its development within the wider Kirklees area.

The core purpose of the post is to lead on the development and management of the workshop. As we are all too well aware the current climate is challenging the cultural sector, encouraging us all to explore new ways of working. While we are delighted to have received £50,000 from the DCMS Cultural Recovery Fund to support us through to March 2021, one of the first tasks for our new Director will be to steer our next National Portfolio Organisation submission to Arts Council England. The post is offered as 30 hours per week (£32,323 fte), (£26,208 actual) with working days and times to be discussed on appointment with the Chair of the Management Board.

Applications should be sent to Julie Gaskell-Johnson, Chief Executive, julie@wypw.org and should include your CV, and a covering letter (no more than 3 sides of A4) outlining how you fit the criteria for the post.

Closing date for applications: Midnight Sunday 6 December 2020

Interviews to be held: w/c 14 December 2020 - The interviews will be conducted remotely.

For an informal chat please contact julie@wypw.org CEO, shortlisted candidates will have access to WYPW Business Plan 2018/22 and our most recent accounts.

Please let us know if you require any access adjustments as part of the interview.

WYPW is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. Please complete and return the equal opportunity monitoring document, this will not form part of the application process.

We look forward to receiving your application.

Yours faithfully

Clare and Ian

Clare Grace and Ian Wrench (Joint Chairs)

WEST YORKSHIRE PRINT WORKSHOP

Background

West Yorkshire Print Workshop (WYPW) is a registered arts charity (1147601) and is proud to be an Arts Council England National Portfolio Organisation (NPO). We are situated in the centre of Mirfield in Kirklees, with close connections to the M62 and M1, we are a short walk from Mirfield train station and benefit from excellent rail links, including direct trains to London. Our print workshops, studios and gallery occupies a former Victorian Church School which is adjacent to St Paul's Church. The building is leased from The Diocese of West Yorkshire & The Dales.

2019 saw WYPW celebrate 35 years as a visual arts organisation - WYPW has gone through many forms during its 35 years, but it has always stayed true to its commitment to providing excellent facilities, education and support for artists and printmakers, and to promote and encourage engagement in printmaking in all its glorious variety.

Key dates

1984

Eastthorpe Gallery was founded by a group of artists involved with Kirklees Art Action Group. Studio spaces, print workshops and a gallery were created to support graduates and early career artists from across the UK. Kirklees Art Space Society was formed.

1995

Changed name to Eastthorpe Arts, with an emphasis towards the art of traditional printmaking.

2003

Regularly Funded Organisation (RFO) of Arts Council England (Yorkshire) (ACE).

2004

Adopted its present name, West Yorkshire Print Workshop

2010-17

Creative Partner of Kirklees Council

2012-15

Successful application to ACE, National Portfolio Organisation (NPO).

2015-18

Successful application to ACE, NPO status.

2016-19

Successful ACE Catalyst: Evolve funding, to promote philanthropic giving

2018 -22

Successful application, ACE, NPO, 2018-22

2018

ONE Community funding for Japan exhibition.

Successful application to Co-op Community Funding.

2020

Idlewild Funding to support 2 x Print Fellowships.

Recipient of Governments Culture Recovery Fund due to impact of COVID-19.

Management Board

The Director reports directly to the Chair of the Management Board. There is a robust management structure, with clear governance arrangements, reporting systems and succession planning. The Board is constituted and structured with a breadth of skills reflecting the organisation's mission, values, activities and management. The sitting Board of 10 demonstrates strong engagement with all aspects of WYPW through Board Papers, Focus Groups reports and consistent commitment of time and energy. Board members have expertise across the arts, education, business, finance, management and include representatives of stakeholders, studio artists and WYPW members.

Vision and Mission

West Yorkshire Print Workshop (WYPW) consistently strives to raise its profile as a nationally recognised centre of excellence in the art of traditional, contemporary and innovative printmaking. It also promotes an inclusive community of professional practice, embracing artistic and technological change, advancing knowledge and appreciation of the visual arts by all means available.

Values

We are:

- Professional
- Knowledgeable
- Committed to investing in staff, equipment and technology

We will:

- Inspire through example
- Respect people, their art and creativity
- Be generous with our time and expertise

Our ethos is one of integrity, co-operation, openness and transparency, with all who become part of and contribute to the successful running of the organisation. We aim to promote excellence in the art of printmaking, making it safe and accessible and so realising personal and creative potential for all. We are skilled in teaching high quality traditional and contemporary printmaking techniques.

We are proud to be one of Arts Council England's National Portfolio Organisation's (NPO), a powerful endorsement allowing us to work and plan for the long term including creating opportunities for artists and audiences from diverse communities. The funding equates to a commitment to equality and the Creative Case for Diversity is at the heart of our business planning, creating opportunities to access printmaking.

Earned income strands

WYPW has four interrelated income strands, combining to provide a rich cultural ecology to our visual arts offer. Embedded within each strand is our commitment to the ACE, Creative Case, as a totality these interdependent strands strongly reflect the diversity of not only our local community but also contemporary UK. Collectively these approaches will provide support opportunities for artists, practitioners and audiences, bringing a cultural richness to the organisation, whilst continuing to strengthen confidence and ensuring a strong Creative Case offer. Turnover comprises 42.5% public subsidy and 57.5% earned income including studio rents.

Our four key areas of business

1. Education

We deliver an annual ambitious, diverse artistic adult course programme to over 450 individuals per year, over 40 courses taught by 33 artists, ranging from beginners to the more experienced, including CPD opportunities. Our aim is to encourage and grow talent by sharing print knowledge, both formally and informally. Formally through the adult workshops and masterclasses, led by nationally and internationally renowned printmakers and informally, by creating a culture and practice of knowledge shared through our popular Printmaker's Toolkit Sessions. We offer an array of contemporary printmaking techniques and innovative approaches, including a conscious selection of artists and tutors from protected characteristic groups whilst adhering to quality and excellence. Access to and reaching out within the community to over 1250 Children Young People (CYP) and families delivering high quality participatory activities ensures excellence in both process and artistic output. Our work within schools, colleges and the community aims for excellence in printmaking education – focusing on the quality of education we provide and high standards are maintained by adhering to the seven quality principles and employing artists who are appropriately trained.

Kirklees Cultural Educational Partnership (EVOKE)

WYPW is a key partner and actively involved in the strategic educational partnership development of Kirklees Cultural Education Partnership (KCEP). In partnership with EVOKE, WYPW is developing a programme of print activity as part of the 2021 Children's Biennale.

2. Print Studios/membership

With a print membership of over 120 individuals, the artists who use the print facilities contribute strongly to our mission of 'promoting an inclusive community of professional practice'. Working in collaboration across the organisation we offer planned progression in each of the print processes led by highly experienced technical staff. Whether beginners or established printmakers there are opportunities for peer led CPD, mentoring or self-led creative development enabling quality experience and depth of engagement according to the support required for the development of the individual artist. Our print studios and facilities are well resourced, with equipment in full working order, we have staff on hand giving access

to technical help and provide basic printmaking materials at reasonable cost. Our membership provides representation at print fairs, online sales and opportunities for exhibition in national external venues reaching wider and new audiences.

Volunteers

Our volunteers make a big difference to the workshop, they bring a range of skills, experience and knowledge supporting and playing an important role in the promotion and development of our offer. Our members gain a lot of support and encouragement from volunteers, especially as they are the dedicated key holders for our late night opening hours. The volunteers help inform the development and delivery of our print activities by bringing in new ideas and approaches, ensuring we adapt, stay relevant and identify new opportunities towards improvement. They are also key to supporting fundraising activity. We also support our volunteers in training and development and acknowledge the importance of volunteering as a way of offering the opportunity to gain experience and knowledge, particularly those starting out on their print practice or career. They are key to the delivery of aspects of our service which in turn helps save money and resources.

3. Exhibition Programme

Our exhibition programme is the shop window of WYPW. We deliver around 8 temporary exhibitions each year both in our dedicated gallery space in Mirfield and exhibition space in Huddersfield. The programme attracts 6500 visitors each year and comprises a healthy mix of in-house curated shows, touring exhibitions and collaborative projects, working with a diverse range of selected artists and partners. Our annual Flourish Award goes from strength to strength continuing to promote excellence and innovation in printmaking, with increased profile and sponsorship, as well as touring to national venues for example, Huddersfield Art Gallery; PR1 Gallery at UCLA; Spike Island and Woodend Gallery Scarborough. Going forward there are plans to increase the number of exhibiting venues and sponsorship.

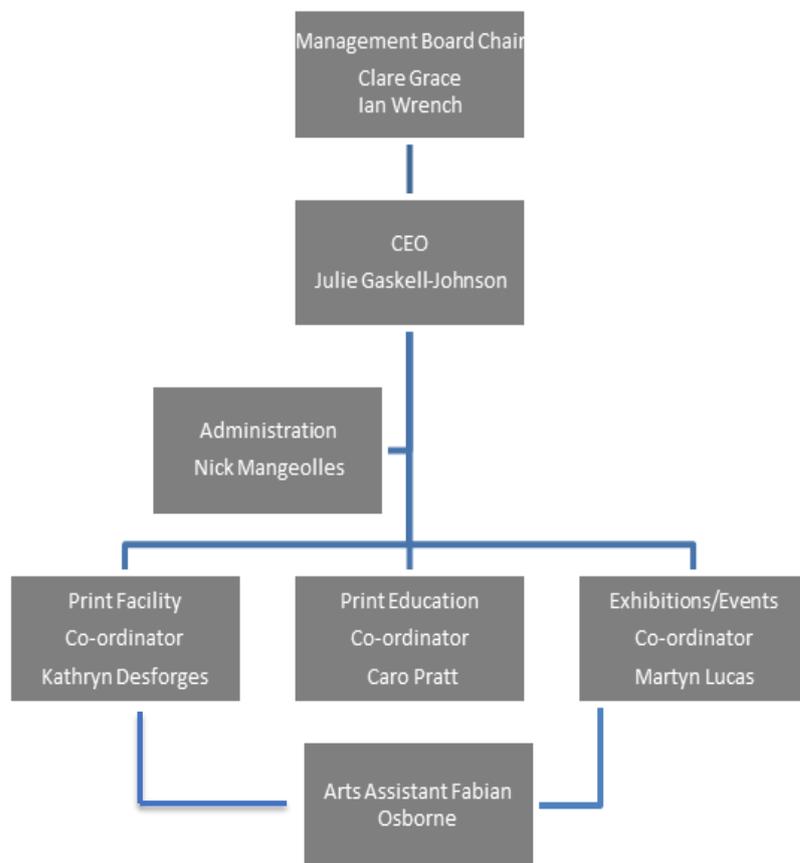
We also occupy an exhibition/workshop space in the centre of Huddersfield, this is part of the Temporary Contemporary initiative; a partnership project with the Piazza Centre, Queensgate Market, Kirklees Council and the School of Art, Design and Architecture at Huddersfield University. WYPW is keen to develop partnerships and expand its reach well beyond Mirfield. We are supporters of The Huddersfield Blueprint, Kirklees Council's ten-year vision to create a thriving, modern-day town centre including a vibrant culture, art and leisure offer.

4. Studio Artists

At the heart of WYPW, in addition to the printmaker members, is a community of eleven artists who practise from their individual studios. Each work in different areas of the visual arts, in the creation of new work and fostering an environment that facilitates this. As an active group, the workshop provides opportunities for knowledge and skill sharing, a platform for artistic discourse within a secure, open and accessible environment, 'crit' sessions, training and development opportunities and collaborations including exhibitions, commissions and public art installations. The resident artists actively support the workshop by holding fundraising events, open studio sessions and participate in the annual Mirfield Arts Festival.

It is a very exciting time to be part of WYPW, driving forward our vision and plans for the future and the next stage of our growth and development.

Organisational Structure



The staffing structure equates to 3.5 fte posts

Job Description and Personal Specification

JOB TITLE: Director

Reports to: Chair of Management Board

Line Management: 5 paid staff (3.5 fte), volunteers, studio holders

JOB PURPOSE

To provide leadership and management to enable WYPW to achieve its goals and ambitions in the visual arts area of printmaking. Ensuring a safe and welcoming environment for all and leading on national stakeholder and exhibition partnerships.

Main Responsibilities

- To lead on strategic development of WYPW.
- Use of initiative and creativity to seek external funding, sponsorship and earned income opportunities.
- To lead on networking - partnership working, locally, nationally and internationally
- Lead day-to-day management of staff, finances and operational management.

Additional Responsibilities

- Maintain effective liaison and professional working relationships with Board, staff, studio artists, volunteers and stakeholders.
- Ensure effective health and safety procedures and practices are observed in line with statutory requirements, and the efficient and safe running of the print workshop, including risk assessments.
- Responsibility for setting WYPW budget, ensuring cash flow is in line with the agreed budget.
- Lead the coordination and reporting of monitoring and evaluation to external funders.
- Ensuring all policies and procedures are up to date and relevant to the organisation.
- Provide Board reports and disseminate relevant information.

The following are standard responsibilities for any person working at WYPW.

These include:

- Participate in any staff review/performance management processes involving identifying and meeting of training needs for self and others.
- Relevant IT skills.
- Take responsibility to ensure the health and safety of self and others.
- Pursue and promote the achievement and integration of equal opportunities.
- Ensuring a commitment to the safeguarding and welfare of children, young people and vulnerable adults.
- Promote and implement environmentally friendly policies.
- Undertake any other duties reasonably required appropriate to the level of this post

E=Essential - candidate to be able to undertake from day one, without which the candidate wouldn't be able to do their job.

D=Desirable useful for post holder to possess.

	E/D
<p>Qualifications</p> <p>Educated to degree level or equivalent relevant experience</p> <p>Post-degree or equivalent relevant experience</p> <p>MBA or equivalent relevant experience</p> <p>Art administration or equivalent relevant experience</p>	<p>E</p> <p>D</p> <p>D</p> <p>D</p>
<p>Experience</p> <p>Two years minimum management experience of leading a team within the arts, culture, heritage or charity sector</p> <p>Working with Board, staff and stakeholders to develop SMART strategic vision and action plans to achieve agreed ambitions</p> <p>Income generation, including sourcing new and innovative fundraising opportunities. Writing funding applications for grants, charity fundraising events, and all associated monitoring and reporting</p>	<p>E</p> <p>E</p> <p>E</p>
<p>Knowledge and Skills</p> <p>Excellent organisational and time management skills, with a flexible attitude to duties</p> <p>Knowledge of Arts Council England NPO funding requirements, for example KPIs, monitoring and evaluation reporting and the Creative Case for Diversity</p> <p>Knowledge of broader funding streams and income generation opportunities including sponsorship and commercial partnerships.</p> <p>An ability to produce effective risk management documents and a working knowledge of H&S legislation with relevance to COSHH</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>

Other attributes which are applicable across the organisation

Ability to maintain confidentiality

Approachable, with good communication skills both written and verbal

Flexible and adaptive with an ability to nurture and manage relationships within a small team

A keen and professional interest in contemporary printmaking and practice

An independent and motivated work ethic

A commitment to the management of safe working practices

A creative thinker with skills in both innovation and problem solving

An independent, motivated work ethic

A commitment to ongoing personal professional development

Any other requirements

Willingness to work evenings and weekends when required

Willingness to undertake any appropriate training opportunities

Able to undertake any travel in connection with the post.

Current DBS certificate or willingness to obtain one

Suitable first aid qualification or willingness to obtain one

ENDS