



Development Manager Recruitment Pack

February 2025

About Leicester Print Workshop

Leicester Print Workshop (LPW) is the Midlands centre of excellence for fine art printmaking. We are at the forefront of printmaking practice, and we ensure it continues to be a thriving contemporary art form. We nurture talent and support creative practitioners to develop their skills and achieve their creative ambitions. Our large, open access studio is in a RIBA award winning building, providing specialist facilities for stone and plate lithography, etching, engraving, relief, letterpress, screen printing, and artist studios.

LPW was first established in 1986 and became a registered charity in 1993. In 2015 it moved to its new RIBA award- winning building situated in Leicester's Cultural Quarter, where alongside the studio space, it benefits from a gallery, shop, education space, framing room and 11 permanent artist studios. Leicester Print Workshop is an Arts Council National Portfolio Organisation (NPO).

We generate between 50% - 70% of our income through our extensive education programme, membership and studio user income, as well as studio rent from longer-term tenants, while the rest comes from Arts Council England and other fundraising activities. Arts Council England funding is to March 2026, and we have applied for a 1-year extension to March 2027, pending the next round of applications.

Our commitments as an Arts Council England National Portfolio Organisation, include:

- Providing high quality printmaking facilities and development opportunities for artists in the East Midlands and beyond
- Enabling and encouraging wider participation in printmaking through outreach and events to encourage community members of all ages to engage with printmaking
- Contributing to Leicester and the East Midlands' cultural ecology

Studio Membership

Leicester Print Workshop is home to around 180 artist members. Members pay annual subscriptions to access the fully equipped studio during its opening hours. The studio is staffed by expert technicians and following an induction, membership is open to artists and printmakers of any ability.

Course Programme

Our extensive programme of print-making courses is open to non-members and members alike. The programme ranges from introductory courses for those taking their first steps into print, through to year-long alternatives to a higher degree. Courses are tutored by our own expert staff as well as visiting specialist tutors and cover a range of print-making disciplines.

Outreach Programme

We have developed partnerships with a range of regional schools, community groups, libraries, art organisations and colleges for our outreach programme, taking printmaking into multiple diverse community and educational settings.

In addition, Leicester Print Workshop aims to align with our local context of inner-city Leicester, as a cultural organisation, participating in joint events within the Cultural Quarter, including free children's activities as part of Cultural Quarter Earlies, and participating in the diverse festivals across the city.

Structure and Governance

Management Team

Our existing experienced and committed management team comprises:

Operations Manager

Responsible for membership and studio holders' contracts, financial control, HR and payroll as well as managing the building and volunteers.

Studio Manager (job share)

Responsible for managing the safe and effective running of technical aspects of the print workshop, including supporting members and course delegates in developing safe and effective printmaking practices, and teaching on selected courses/modules. Supervision and co-ordination of technical staff and volunteers.

Education Manager

Responsible for devising and managing a programme of open and bespoke courses for all printmaking abilities and ages to income and surplus targets and maintaining a team of freelance tutors to deliver our learning offering.

Board of Trustees

LPW is a charitable company limited by guarantee, with a board of unpaid trustees. We have recently refreshed the board, recruiting new board members who bring a breadth of experiences and expertise to support our work.

The Board meets 4 times each year, with some meetings held online in the evening, and some face to face. Our Trustees are:

Teresa Budworth

Chair of Trustees since August 2024. Teresa is a Chartered Director and an experienced charity trustee and Chief Executive, having run NEBOSH – a regulated qualification awarding body for 12 years. Most recently, she combined chairing the board of trustees of the National Fire Chiefs' Council with studying for a degree in Fine Art at Loughborough University, graduating in 2024. She is currently undertaking a year-long course at Leicester Print Workshop to develop her printmaking skills.

Dr Tonia Lu

Tonia Lu is a curator and experienced mentor and advisor for artists. Having studied in Leicester and worked in Scotland and Northern England, she is currently based in Cornwall. In the last 7 years she has worked as a visual art and craft specialist mentor and advisor on public-funded programmes supporting over 200 organisations, businesses and individuals in Cornwall, in aspects of planning, marketing, finance and income generation. And in 2023, she set up and produced Cornwall's newest visual art festival Flamm, providing more opportunities for artists as well as benefiting deprived communities in Cornwall. She is currently the Director of Creative Enterprise at Creative Kernow – also an Arts Council England National Portfolio Organisation, like LPW. Tonia has been a long-standing admirer and collector of prints and started House of Prints in 2020.

Kate Hodges

After graduating from a fashion and textile design degree at Leicester Polytechnic Kate, was a joint founder and director of a knitwear design and supply company in the city. Since leaving the company and developing her art practice she has also worked as an administrator for the Friends of the University of Leicester botanic garden, ran session work in Leicester City Council Neighbourhood centres and the adult education centre in gardening and textile skills,

and had the privilege of being a befriending co-ordinator for a charity supporting young autistic adults. In 2007 Kate joined the Friends of the University of Leicester Botanic Garden committee eventually serving as Chair 2014-17. Kate has been a member of Leicester print workshop since May 2017 where she has developed her practice in printmaking, particularly photolithography.

Michelle Kambasha

Michelle Kambasha is a communications and public relations executive with 12 years of experience, running her own company, kp. communications. Her work spans various industries, supporting organisations such as Sony, Platoon, PIAS, The Black Curriculum, and the Music Education Council—an organisation committed to diversifying music education to include more people from the global majority and disabled people. Previously, she worked for the leading independent record label Secretly Group (Dead Oceans, Jagjaguwar, and Secretly Canadian) and the entertainment agency Satellite 414.

In addition to her work in communications, Michelle is active in journalism, education, and public speaking. She contributes regularly to major publications, with bylines in The Guardian, The Telegraph, The i, The Independent, and WePresent. At BIMM University, she teaches the module Diversity in the Creative Industries and frequently hosts, chairs, and participates in panels nationally and internationally.

Michelle also serves as a mentorship coordinator for the youth-focused creative organisation Creative Opps and holds a trustee position at Working Class Creatives Database.

Jean McMeakin

Jean has held both operational and strategic roles in a number of large and small organisations in the commercial and not-for-profit screen sectors. Before her last full-time role on a Divisional Board in the BBC, she worked in many areas of the BBC, including Global News and Television Production. As well as general management, Jean has specialisms in HR and talent development, performance management, OD, and have delivered large scale business restructuring programmes with productivity improvements and significant cost savings. Jean is a Non-Executive Director and Chair of the De Morgan Foundation Trustee Board, and a Trustee of Bankside Open Spaces Trust. She sits on the British Museum Friends Advisory Council, and Dulwich Picture Gallery Friends Advisory Panel. As well as her interests in the arts generally Jean is an amateur etcher, and attend Putney Art School in London, where she lives, to study etching in all its forms.

Catherine Louch

Catherine's full-time role is Associate Director of Business partnerships at Warwick University. She has a strong background in business development, managing strategic relationships and delivery of large scale, multi-stakeholder projects, predominantly within the higher education and charity sectors. She is an experienced charity trustee, previously holding board positions in arts organisations.

Sylvia Wright

With over 43 years' experience of working within the arts, and one of the founder members of Leicester Print Workshop (LPW), Sylvia was until recently Head of Leisure and Culture at Charnwood Borough Council, and prior to this Head of Arts at Leicester City Council.

After gaining a first-class degree in Fine Art at Leicester Polytechnic, Sylvia spent her first 10 years working as an artist and with artists to make the arts more accessible. She was an active Board Member and later Chair of LPW, a Board Member for Arts Councils (East Midlands Board) and a Membership Secretary for the National Arts Association, and managed Leicestershire Art week for a number of years.

Following this, Sylvia worked as a senior manager in local government for 33 years. Starting off with the development of The City Gallery, a contemporary arts venue, she successfully secured revenue and capital funding from the Arts Council and the Crafts Council. While Head of Arts for Leicester she was responsible for a wide range of major art venues, art projects, art organisations, festivals, and events while contributing to the development of Leicester's Cultural Quarter, including the mobilisation and management of Leicester's creative hub for businesses and creatives, LCB Depot.

Cultural Regeneration has been a central theme to Sylvia's career and when she took up a Head of Service position in Loughborough, as well as having responsibility for the Arts, Tourism, Leisure and Heritage, Sylvia was actively involved in Town Centre management the development of a Business Improvement District, Loughborough BID, and the delivery of a number of regeneration projects. Prior to leaving Charnwood Sylvia worked with the regeneration team to successfully secure Town Deal monies to support a number of projects, including Loughborough's Bell Foundry, The Great Central Railway and the Generator, a new arts venue. Sylvia now combines trusteeship at Leicester Print Workshop with acting as advisor on significant arts projects, and her own practice.

The Development Manager Role

This is a new role created to provide appropriate focus on delivering a sustainable future for Leicester Print Workshop, ensuring that we meet our obligations as an Arts Council England National Portfolio Organisation, and increase our generated income.

The Development Manager will work collaboratively with our Board and lead our existing team of committed and professional managers to deliver our business plan, meeting the needs of members, our course attendees and contributing to the cultural life of Leicester and the East Midlands.

Job Description

Job Title Development Manager

Reports to: Board of Trustees via Chair

Location Leicester Print Workshop

Days and Hours of Work: 15 hours/week.

Leicester Print Workshop is currently open from Wednesday to Saturday. Specific work times will be agreed within these opening hours.

The Job Holder will also be expected to support out of hours activity, during evenings and weekends, such as quarterly board meetings, Print Festival and the Print Fair.

Job Purpose: Business Development for LPW by developing relationships with local and national arts organisations to promote course offerings, increase membership and studio usage.

Fundraising to further LPW's charitable aims and maintain the workshop facilities

Co-ordination of development and delivery of the business plan and line management of the senior team

Principal Accountabilities

- Relationship building*
- Undertake research to identify organisations such as artists groups, arts schools and other organisations who are potential course participants or members.
 - Develop relationships to explore collaborations and opportunities to increase uptake of courses and membership.
 - Work with the Education Manager to develop propositions for specific groups for courses on or offsite.
 - Work with the management team to understand the needs and aims of LPW Members and reduce any barriers to renewing membership, using the studio or enrolling on LPW course programmes.
- Fundraising*
- Identify and promote opportunities for individual artist printmakers to apply for grants/funding to undertake projects based at LPW, (e.g. *National Lottery Project Grants* and *Developing your Creative Practice Arts Council Grants*)
 - Undertake philanthropic fundraising to support improvements to LPW facilities and equipment
 - Identify and pursue opportunities to apply for grants to support improvements to LPW facilities and equipment
- Budgeting and business planning*
- In collaboration with other team members, co-ordinate the development of an annual business plan, and report quarterly to the Board against accountabilities within that plan.
 - In conjunction with the Operations manager, monitor income and expenditure against budget and identify any required actions
- Team Management*
- Line management of the management team at LPW, including setting objectives in alignment with the annual business plan, and appraising performance against objectives.
 - Foster a collaborative culture within LPW, valuing the contribution of all staff.
- Strategy and Governance*
- Work with the Board of Trustees to develop a strategy for a sustainable future for LPW
 - In conjunction with the Board of Trustees and Operations Manager, ensure that all necessary procedures and requirements relating to the status of LPW as a company limited by guarantee, as a registered charity and as an Arts Council National Portfolio Organisation are followed
 - Attend quarterly Board Meetings, ensuring that papers are prepared and distributed in advance, and staff actions are completed to required timescales.

Person Specification

Essential skills and experience:

- Track record of management of people and budgets, with skills for leading a team and delivering objectives to target.
- Successful business development and/or philanthropic fundraising
- Preparation of grant applications
- Good presentation skills and experience of public speaking
- Proficient use of MS Office
- Graduate or significant equivalent experience
- Commitment to the vision, mission and values of Leicester Print Workshop

Desirable Skills and Experience:

- Experience of working for an arts organisation and preferably an Arts Council England National Portfolio Organisation.
- Knowledge of the market for printmaking or art training and education
- Knowledge/interest in Printmaking

Competencies

The job holder must be able to demonstrate:

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| <i>Strategy implementation</i> | <ul style="list-style-type: none">• Ability to set aims and objectives to develop and improve business performance and reach new audiences• Able to implement operational changes to deliver business development and improvements |
| <i>Commercial acumen</i> | <ul style="list-style-type: none">• Sound commercial acumen demonstrated in a previous role• Creativity and the ability to identify new opportunities. |
| <i>Good Literacy/Numeracy</i> | <ul style="list-style-type: none">• Ability to prepare grant applications and reports for the Board of Trustees• Management of budgets |
| <i>Customer Service Orientation</i> | <ul style="list-style-type: none">• Commitment to and experience of improving customer services and driving a strong customer focus in a business context |

Interpersonal Skills

- Able to build strong and sustained relationships with key stakeholders and customer groups
- Flexible and inclusive approach to leadership
- Ability to work collaboratively as a member of a management team, and develop positive relationships with trustees, members, visitors, course attendees and tutors.

Drive

- Personal drive and ability to take initiative.
- Seeking continual improvement in services

How to apply

Application Deadline

4th April 2025

Informal Chat

If you would like an informal discussion about the role before you apply, please email our chair of trustees, Teresa Budworth at teresa.budworth@leicesterprintworkshop.com, including the times you are available.

Application

Please send a covering letter and CV, highlighting your relevant experience, to the chair of trustees: teresa.budworth@leicesterprintworkshop.com

Interview

Shortlisted candidates will be invited to an interview, details of which will be communicated in full in advance. Interviews will take place at Leicester Print Workshop.