



## **DEPTFORD X: GENERAL MANAGER**

### **RECRUITMENT PACK FEBRUARY 2024**

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Deptford X 2022, Photo: Nelta Kasparian

## **About Deptford X**

Deptford X is a visual arts charity based in Deptford, South East London, we foster artistic talent and nurture community within the borough of Lewisham and beyond. We achieve this through a free festival in Deptford and ongoing activity supporting artists and our local communities throughout the year.

Founded in 1998, Deptford X is London's longest-running visual arts festival. Each year we have staged a free 10 day art festival and worked with hundreds of artists to locate art at the centre of everyday life for all of the area's communities. In 2024, after 25 years of this model, we are exploring a shift to a biennial festival model to enable deeper engagement with artists and our local communities as well as a networked approach to commissioning and touring of work.

Our support for our artistic and wider community is structured around the festival. We have an open and unjuried Fringe programme which attracts around 400 artists each festival and serves to showcase the wealth and variety of artistic practice and infrastructure in the area. Projects take place in local art venues, shops, cafes, outdoor spaces as well as an inventive array of other sites in the locality. The Fringe is an arms length programme and support is provided by Deptford X by way of the platform and publicity of the festival as well as some bursaries. Our Festival Commissions programme is partly selected through open call via our Supported strand—an annual open call for Lewisham-based early career BPOC artists selected by an invited panel—and partly by our curatorial team. As with the Fringe, the Festival Commissions are sited in temporary venues and spaces in and around Deptford. One of our commissions is a participatory parade for which we invite a lead artist to develop a parade in conjunction with young people in the borough. Deptford X also runs an Associate Artist programme for BPOC artists who are supported to develop their own programming for the festival and throughout the year.

Deptford X is funded by 3 year funding from Lewisham Council's Arts and Culture Grants scheme and in 2023 gained Arts Council England NPO (National Portfolio Organisation) status for the first time. Further funds are raised through Trusts and Foundations.

This is a crucial and exciting time to join Deptford X; in 2023 the organisation turned 25 and also became an Arts Council England NPO. We are exploring moving to a biennial model and creating more space for deeper engagement and networked working. There is scope for the new General Manager to bring their own vision and networks to the organisation and to take it into the next quarter century in a way that is sustainable, accessible, diverse and relevant.

In 2022 we relocated from our premises in Brookmill Road to Lewisham Arthouse, a not-for-profit artist cooperative housing 40 artist studios in a Grade II listed building.

As a small team, the emphasis is on a flexible, supportive and inclusive working environment that prioritises collaborative working and problem solving.



Ibiye Camp, 'Mosh Iria', Deptford X 2022, Photo: Nelta Kasparian



## **Overview of the role: General Manager of Deptford X**

Deptford X is looking to appoint a General Manager to join Deptford X alongside our next Director and work in tandem to lead the organisation into its next phase. The General Manager is integral to the management of Deptford X and the delivery and development of its ambitious programmes. The General Manager works closely with the Director and Board of Trustees as part of a small and supportive team to contribute actively and creatively to the development of the organisation, as well as overseeing daily and organisational operations. The General Manager supervises office management, communications, administration, financial management, staffing, programme delivery logistics, reporting and evaluation; and works collaboratively with the Director on strategic and financial development, including embedded environmental sustainability. In addition to the above, the General Manager will lead on developing and dynamically integrating Deptford X's access and care agenda.

We are looking for someone with experience of managing organisational operations, preferably with an integrated approach to access and diversity, and an understanding and knowledge of financial development strategies. We would like to appoint someone with shared values: someone who understands the importance of difference, creativity, experimentation and learning within art; who has a commitment to local artistic ambition and making a positive contribution to local communities in the area; and who is committed to equity, accessibility and care.

Deptford X is committed to an holistic approach to equality and diversity and acknowledge that certain sectors of society are underrepresented in our sector. We are actively working towards correcting this in the ways available to us. We are committed to providing equal opportunities to everyone regardless of their background and are particularly keen to receive applications from those who identify as from marginalised backgrounds including (but not limited to) age, racialisation, gender identity, sexuality, religion, disability, class identity. We will be pleased to make reasonable adjustments to meet your needs in order to undertake this role if you are successful in your application.



Jelili Atiku, 'The Earth is a Beehive', Deptford X 2022, Photo: Nelta Kasparian

## **Job description | General Manager, Deptford X**

**Contract:** 3 years fixed term  
**Salary:** £32,000 – 35,500 p/a pro rata (depending on experience)  
**Hours:** Part time, 4 days per week; hours of work: 9.30am – 5.30pm, flexible.  
**Location:** London based, blended working possible  
**Responsible to:** Director and Board of Trustees

### **Key Duties**

- To oversee general operations, finance, HR and governance.
- To maintain daily administration of the organisation including office management and comms.
- To take responsibility for monitoring Deptford X's performance against key objectives and working with the Director to strategically develop the organisation against these aims.
- To oversee reporting and evaluation to funders, in particular against the Arts Council England National Portfolio funding agreement.
- To support the team in the administration and logistics required to plan and implement the delivery of Deptford X festival.
- To take the lead on developing an integrated approach to access and care throughout the organisation.
- To ensure that an environmentally sustainable approach is embedded throughout all your work and actions.
- To be an effective advocate; representing Deptford X amongst stakeholders and deputising for the Director as appropriate.

- Develop Deptford X's commercial activities through the seeking of a new meanwhile space from which to run artist studios

### **Operations:**

- To oversee the day to day running of Deptford X, ensuring smooth operation and efficient use of resources and capacity
- To support the planning, delivery and evaluation of programmes and activities; to ensure operational support across the organisation.
- To write risk assessments for programme activity and to liaise with external partners in the planning of offsite programming.
- To be responsible for the organisation's IT, ensuring adherence to data protection laws, and to manage the external web developer.
- To lead on the preparation and implementation of supplier and freelance contracts.
- To act as Deptford X's Health and Safety Officer, ensuring that the Health and Safety Policy is regularly reviewed and updated and that necessary risk assessments are carried out.
- To update and monitor Deptford X's risk register

### **Management and Administration:**

- To manage the Deptford X office; ensuring that stationery supplies remain stocked; equipment is maintained; and staff have what is needed to undertake their roles.
- To manage freelancers and, the Festival Assistants alongside the Festival Producer and support the Director with line management duties when required
- To book staff and trustee training as required
- To provide general office management duties
- To keep policies up to date
- To manage the public Deptford X email inbox



## **Finance:**

- To oversee daily finance management procedures
- To work with the Director to set and manage budgets and financial resources, in line with organisational priorities and procedures.
- To be responsible for reporting on the financial management of the organisation, that budgets are adhered to, receipts and invoices are coded and passed onto the external bookkeeper, and that invoices are paid on time.
- To ensure that all donations are recorded accurately, that individuals are credited appropriately, and that Deptford X's Ethical Fundraising policy is adhered to.
- To work with the external bookkeeper to ensure Deptford X's payroll is processed accurately, on time, that tax and National Insurance payments are made and that statutory employer responsibilities are met.
- To provide accurate monitoring and financial reporting for funders, including preparing quarterly finance reports.

## **Governance:**

- To attend and minute Board meetings.
- To attend / lead sub-committees as required by the director and to prepare reports and papers as requested.
- To work with the Board and Director to devise, monitor and review organisational policies and procedures.
- To co-ordinate the annual returns for Companies House, Charity Commission and funding bodies and to fulfil other legal requirements.
- To undertake any other duties related to the role as requested by the Director.
- The post-holder will be expected to work in accordance with Deptford X's Code of Conduct, Equality and Diversity Policy and within the organisation's Health and Safety Policy.

## **Communications:**

- To be the main point of contact for enquiries to the organisation through our communication channels (email and social media accounts)
- To write newsletters to publicise the organisation's activity outside of the festival delivery period (a communications assistant will be recruited in the lead up to the festival)
- To manage Deptford X's social media accounts and prepare and publish posts on relevant activity year-round
- Keeping the website up to date by writing and publishing web pages and events; archiving expired pages; ensuring that current funders are all accurately credited and that all staff and trustee information is present and correct.

## **Person Specification**

### **Essential**

- Minimum two years' experience in a senior management role
- Proven experience managing a team
- Outstanding organisational skills and the ability to work under pressure and manage multiple priorities.
- Strong verbal and written communications skills.
- Excellent interpersonal and problem-solving skills.
- Relevant experience of making operational improvements and developing sustainable funding sources.
- Financially literate, with experience of managing organisational budgets.
- Experience of working with a Board
- Experienced in the accurate presentation and interrogation of management and statutory accounts, setting of budgets, budgetary management and control.

- Experience of working within a charitable organisation
- Experience of devising, implementation and monitoring of policies and plans.
- A high level of computer literacy, including use of Microsoft Word and Excel.
- Social media literacy
- Proven experience writing newsletters, social media posts and copy for web pages
- Willingness to work occasional evenings and weekends as required
- An empathy with the aims and values of Deptford X.
- An understanding of, and commitment to, equality, diversity and inclusion, and environmental sustainability.

#### Desirable

- Knowledge of national arts policies, networks and trends.
- An interest in contemporary visual arts.
- Experience of working with artists.
- Knowledge of the Deptford area, its cultural heritage, and unique characteristics
- Experience using Wordpress

## **Our Vision**

We support artists and creative practice, as well as those who do not yet identify as artists.

### **Deptford X:**

- Is led by local artistic ambition, interests and practice.
- Brings art into informal contexts and public spaces for all to access.
- Seeks to make a positive contribution to our locality, communities, and to art, and to lead by example.
- Places equity, accessibility and care at the heart of the organisation.
- Holds space and advocates for difference, creativity, experimentation and learning within art.





Roland Carline, 'The Secret Life of Bees', 2019, Commissioned by Deptford X in partnership with Goldsmiths CCA and Entelechy Arts, Photo by Ty Merkel

## **How to apply**

The deadline for applications is **9am, Monday 1 April 2024**

First round interviews will take place week commencing **8 April 2024**

Second round interviews will take place week commencing **15 April 2024**

Applications can also be made in video or audio format if required. If you have any other access needs to be able to make an application to us, or questions about the application process or job, please contact Catherine Herbert - [catherine@deptfordx.org](mailto:catherine@deptfordx.org)

Applications should be made by email to [jobs@deptfordx.org](mailto:jobs@deptfordx.org)

To apply for this role, please submit a Monitoring Form, a CV that includes your past relevant work and project experience and a cover letter outlining your suitability for the role and addressing the person specification requirements (maximum 2 sides of A4).

In your cover letter, please ensure that you address:

1. What interests you about the post and working at Deptford X
2. Information on how your skills, abilities, and experience match the key points in the job description and person specification.

On your CV, please ensure that you include:

1. Your contact details.
2. Details of your previous employment and relevant work experience. List each employer and give a short description of your role alongside dates of employment and reason for leaving.
3. Contact details for two professional referees (we will not contact referees prior to a successful applicant accepting the job).

We guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy. Please indicate you are d/Deaf or disabled in your application so that you can be interviewed if you meet the minimum criteria.

**Please label your documents with your full name**

If you have any questions or access requirements to enable you to apply for this role, please email us [jobs@deptfordx.org](mailto:jobs@deptfordx.org)

## Staffing Structure

= Permanent

= Fixed terms for delivery



