



Interim Deputy Director

Recruitment Pack

'The Bridport Prize is the one writers want on their CV.
It's more than a shot in the arm. It keeps you going.'
Kit de Waal, Honorary Patron

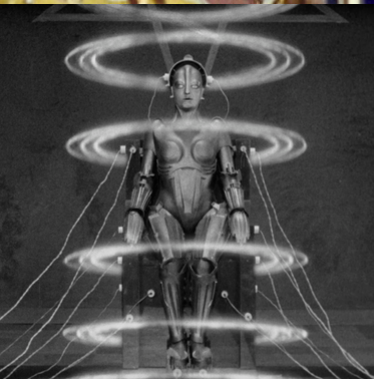
Bridport Prize 2024 ANTHOLOGY

Short stories | Poetry | Flash fiction



BRIDPORT ARTSCENTRE





Deputy Director, Bridport Arts Centre

Overall purpose of the role

- The Deputy Director is a temporary/fixed term role for 12 months reporting to the Chair of the Trustees.
- Taking overall responsibility for the management and efficient running of Bridport Arts Centre, working with the Director (who will lead the strategic direction of the organisation) and Trustees. The role will deputise for the Director where required.

Terms and Conditions

- **Salary:** £37,000 - £40,000 pa pro rata.
- **Hours of work:** 22.5 hours/3 days per week to be worked flexibly and to potentially include some out-of-hours working.
- **Contract period:** fixed term for 12 months.
- **Annual leave:** 28 days plus bank holidays (pro rata).
- **Pension:** auto enrolment begins three months after start date and payments are matched for the first 5% of employee's contribution.
- **Standard PAYE benefits:** in line with the rest of the team, including sick pay, flexible working and parental leave.
- **Notice period:** one month.
- **Start date:** as soon as possible after appointment.
- **Location:** Bridport Arts Centre and associated offices in Bridport. Some travel across the region will be required. Please note that due to the limited nature of public transport in Dorset, this generally requires having access to a vehicle (or other travel arrangements).
- **Responsible for (in conjunction with the Director):** the management team.
- **Working with:** volunteers, trustees, any other freelance or contracted staff.

About Bridport Arts Centre

Bridport Arts Centre is a dynamic, multi-disciplinary arts charity at the heart of Bridport, delivering all the arts for everyone with a focus on community, culture, and creativity. We offer a year-round programme of live performances, film screenings and an extensive visual arts exhibition series in the Allsop Gallery. We provide support and opportunity for artists from across the region, helping them develop and advance their creative practice, and offer the community a wide range of hands-on opportunities to explore their innate creativity.

Our flagship events include From Page to Screen, an annual film festival celebrating the adaptation of books into films, and the internationally acclaimed Bridport Prize literary competition, which showcases our commitment to supporting new creative talent.

Now under visionary new leadership, Bridport Arts Centre is embarking on an exciting journey of growth and renewal. Building on a strong history and heritage, we are reimagining our role in the community and developing bold plans that will transform how we engage with audiences, artists, and partners. This is a pivotal moment for us as we seek to deepen our impact, invigorate our programming and evolve into an inclusive, vibrant space where creativity thrives.

Our team

The Director is supported by a small, committed and friendly staff team, including a General Manager, Technical and Systems Manager, Bridport Prize Manager, Marketing and Communications Manager and Finance Officer. We also work with an extended team of talented and committed freelance technical staff and creative practitioners from all fields, and we are supported by loyal volunteers.

We have an engaged Board of Trustees bringing a wealth of expertise to offer strategic guidance, oversight and support to the Director and staff.

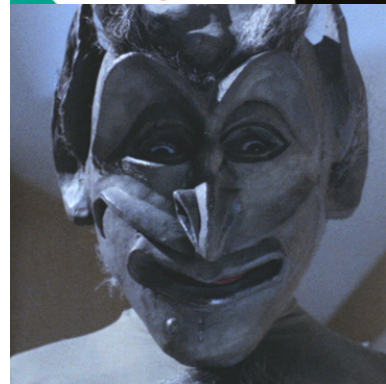
Job Description

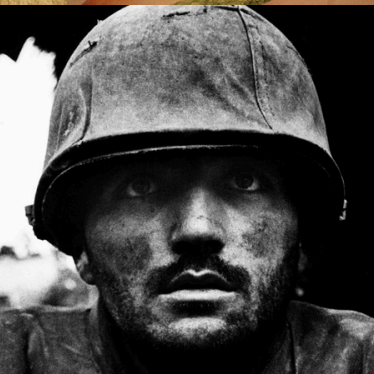
Key responsibilities

- Oversee all aspects of the organisation's operations, including programming, finance, administration, marketing, technical and building operations, gallery and Bridport Prize.
- Manage day-to-day operations, including all operations administration, contracting, governance, risk assessments, policies, risk register and data management.
- Operational management of the staff team and the Gallery Coordinator (new role to be appointed).
- Ensure governance compliance with charity law, employment law, safeguarding and data protection.
- Work with the Director to prepare papers and reports for the Board of Trustees.
- Ensure all necessary operational policies and procedures are in place and implemented.
- Ensure compliance with health and safety guidance in the organisation's operations and events.
- Lead the organisation's environmental sustainability ensuring that environmental sustainability is prioritised and appropriately incorporated within our operations.

Deliver BAC's business and strategic plans

- Working to BAC's long-term goals and the organisation's mission and vision.
- Working to deliver the current business plan and develop future business plans with support from the board.





Staff management

- Provide leadership and support to staff, directly line-managing the senior management team and holding regular team meetings and 1:1s with staff.
- Supporting individuals with their personal development and ensure that all team members are set objectives to help them deliver BAC's objectives and targets in their roles.

Programming

- Working collaboratively with the Marketing and Communications Manager and General Manager to develop affordable programmes which support efforts to expand, reach and engage diverse audiences across all programme strands.

Manage relationships with key stakeholders

- Maintain and build strong relationships with funders, partners, artists, staff, community stakeholders and the public.
- Foster an inclusive workplace culture.
- Seek out partnerships and opportunities for the organisation's development.

Financial management

- Lead on all aspects of financial planning, monitoring, reporting and compliance and support financial decision-making.
- Oversee and support the Finance Manager over the day-to-day finances, quarterly and annual accounts and produce reports, including cashflows and management accounts.
- Monitor financial performance - eg track key financial indicators and ensure that the organisation is meeting its financial goals.
- Ensure that all legal and statutory requirements are met including the preparation of annual reports and financial statements for the company.
- Ensure that the organisation's financial resources are used effectively and responsibly.
- Agree and achieve income targets for the organisation through an expansion of ticket income, external arts hiring of the venue, sponsorship, grants from trusts and foundations and individual donations.

Advocacy for the arts

- Represent the organisation and the arts sector to funders, policymakers and the wider community.

Working collaboratively with the management team to:

- Raise the profile of the organisation through co-ordinated online, print, PR and targeted marketing campaigns.
- Increase ticket income through targeted programme, communications and high quality event delivery, while maintaining accessible ticket pricing.
- Use the online ticketing system to provide much greater data capture and analysis.
- Capture, segment and evaluate our audience data to increase our understanding of our audiences and drive marketing campaigns.

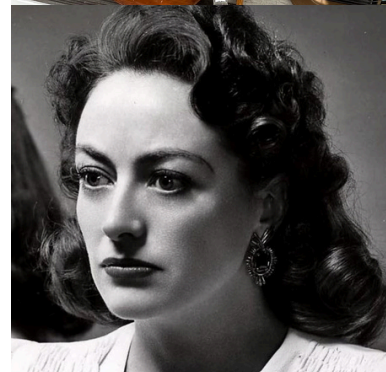
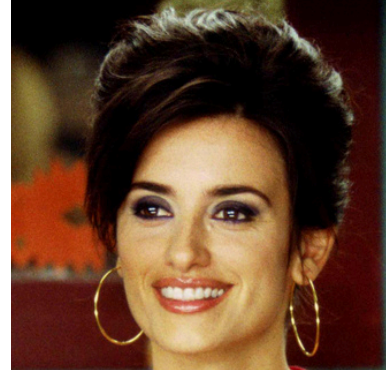
Fundraising

- Lead on grant applications and fund-raising initiatives, actively seeking to secure funding for the organisation from a variety of sources and stakeholders, exploring new income sources.
- Reporting to external clients or funders (eg financial reporting, data analysis, evaluation, success factors).

Person Specification

Essential

- Working recent senior operational experience of the arts and charitable sectors.
- Strong leadership and management skills. Ability to motivate and inspire staff, build teams, and manage complex operations.
- Excellent communication and interpersonal skills. Ability to communicate effectively with a wide range of audiences; maintain and build relationships, and represent the organisation.
- Financial acumen. Understanding of financial management principles and ability to manage budgets and track financial performance. Strong and proven financial management skills, including the ability to set and work within budgets and manage expenditure and income.
- Ability to deliver on BAC's business plan and to anticipate and respond to changing circumstances.
- Knowledge of charity governance, legal compliance and working with boards.
- Understanding of fundraising and resource development. Ability to have input into securing funding from a variety of sources. Reporting to external clients or funders (eg financial reporting, data analysis, evaluation, success factors).
- Ability to collaborate with management team to drive an audience development programme to increase ticket income and broaden range of audiences to events and analysing audience data for multiple purposes including marketing and fundraising.
- Effective administrative and IT skills including website/social media content management, Microsoft Office programmes, trouble-shooting office technical dilemmas.
- Knowledge of and passion for the arts sector. Understanding of the arts landscape, funding mechanisms and relevant regulations.
- Ability to take initiative and work with minimal supervision, demonstrating proactive problem-solving and independence.





Desirable

- Track record in managing a not-for-profit arts venue, ideally at director level.
- Experience of working effectively with a Board of Trustees.
- Links/network within the Bridport and West Dorset cultural scene.
- Positive and pro-active.
- Confident communicator.
- Calm, focussed and personable under pressure.
- Self-motivated, hard-working and energetic.
- Ability to 'hit the ground running'.
- Strong attention to detail.

How To Apply

If you think you are a good fit for this role, we'd love to hear from you. Please read the job description and personal specification carefully and then send us:

- A letter of no more than two sides of A4, or a video recording no longer than 3 mins*, explaining why you are right for this position and how you would approach the role.
- A current CV telling us about your work experience to date - this should give us a sense of how your previous experience makes you a good fit for this role.
- The names and contact details for two references, one of which should be a current or recent employer.
- A completed Equal Opportunities monitoring form.

Responses (written or recorded) should be submitted via email to chris.pike@bridport-arts.com

*If you are sending a recording, this can be recorded on a phone or similar device. Please send large files (eg video) via a file sharing platform such as WeTransfer.

Diverse communities are what make us vibrant, and we are committed to warm inclusion. We encourage you to apply no matter what your age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation. Access provision and reasonable adjustments will be made available (both at interview and employment stages) for any candidates that require them. Please indicate any access needs you have in your application.

Recruitment Time Frame

Deadline for applications: **5pm on Tuesday 21 October 2025**

Interview date: **28 October 2025**

Interviews for shortlisted candidates will be held in person at Bridport Arts Centre in the first instance. We are open to finding an alternative appropriate space better suited to specific physical or sensory needs and providing questions beforehand in specific font and/or size. Please let us know of any specific access needs and we will make reasonable adjustments.

If you have any questions about the role, about Bridport Arts Centre or about the recruitment process, please contact Dr Christopher Pike, Chair of Trustees to arrange an informal discussion chris.pike@bridport-arts.com

Privacy

The information you supply on the application form will be kept securely and will remain confidential. We will not retain this or any other personal information beyond the duration of the recruitment process.

Bridport Arts Centre
30 September 2025

