**Artist Development Associate**

Wales Millennium Centre and the Royal Welsh College of Music & Drama’s Arts Management department are looking for a Welsh/Wales-based artist or producer with a passion for artist development and the diversification of the sector in Wales, and an ambition of becoming an Artistic Director.

We are looking for someone who will interrogate and provoke the Centre’s current practice in relation to Artist Development. We are committed to ensuring that the work on our stages represents the population of Wales, whilst at the same time nurturing artists at all stages in their careers and building a relationship between them and the Centre.

This role is the first of a number of paid Artist Development roles including Assistant Producer and Assistant Director, which will follow.

**The Role**

Duration: Start of September 2019 to the end October 2020

Contract Type: Fixed-Term, Part-Time (3 days per Week). Half-day/one day a week will be spent completing a Postgraduate Certificate in Arts Management (60 PG credits) at the Royal Welsh College of Music & Drama. The successful candidate will not need to be a graduate.

Location: Based at the Centre and the Royal Welsh College of Music & Drama. However, the successful candidate will be expected to travel across Wales and there is the potential for international travel.

Salary: £27,000 per annum pro rata

Application Process: Through Wales Millennium Centre application form.

Line Managed by: Senior Producer of Producing & Programming

Benefits:

* As a Centre employee, you will benefit from –
  + Generous Pension Scheme
  + Employee Assistance Programme and Occupational Health Support
  + Discounted Parking, secure bike racks and access to Next bike
  + Free Welsh Language Courses
  + Flexible Working
  + Eyecare Vouchers
  + Opportunity to apply for complimentary tickets
  + Discounts in our food and beverage, and retail outlets
  + Clwb – yearly social activities
  + 25 days’ annual leave (for full-time employees) plus bank holidays
* The cost of the PG Cert award training at RWCMD is also covered, as part of the role, for the successful candidate
* Mentoring from Graeme Farrow, the Centre’s Artistic & Creative Director.
* Additional mentoring from outside of the organization in line with the successful candidate’s future career ambitions.

We are an equal opportunities employer and would be excited to receive applications from Welsh language speakers, people of colour and those with disabilities. The Centre will facilitate the successful candidate to apply for an Access to Work grant if appropriate. If for access reasons you would like assistance in making an application, we can help with this, so please get in touch.

Interview date will be on Wednesday14 August at the Wales Millennium Centre, Bute Place, Cardiff Bay. Reasonable travel expenses from outside Cardiff and childcare costs can be covered.

If you would like to have a chat about the role or the application process before applying, or would like this information in a different format, please call (0)29 2063 4634 or email [artists@wmc.org.uk](mailto:artists@wmc.org.uk).

Specialist Accountabilities:

1. To work closely with the Arts & Creative team to plan and deliver a short-term, 13-month Artist Development strategy for the Centre.
2. To work closely with the Arts & Creative team to develop a long-term Artist Development strategy for the Centre.
3. To develop and maintain excellent relationships with artists, producers, artistic organisations and creative practitioners.
4. To provide hands-on support to artists at varying points in their careers, from young people engaged in our Creative Learning work to professional artists, in relation to their creative practice and careers.
5. To manage good working relationships and communication with all departments at the Centre.
6. To carry out all elements of project management including budgeting, contracting, scheduling, communication, evaluation and reporting.
7. Setting the Artist Development budget in collaboration with the Arts & Creative General Manager and Senior Producer, and delivering to this through the year.
8. Support the Centre’s Development team to secure funding from Trusts and Foundations, identifying opportunities and partnerships and supporting the management and development of stakeholders’ relationships.
9. Ensure the compliance of all Artist Development activity, for example in relation to health and safety and safeguarding.

Generic Accountabilities:

1. To work to having a full understanding of how your role and department relate to the Centre’s objectives; working collaboratively with the Leadership Team, team members, and other colleagues to meet the Centre’s aims and objectives.
2. To actively engage with the wider Arts and Creative team on developing ideas for projects and events.
3. To represent the Centre at relevant forums; conferences and other events as appropriate.
4. To contribute to the maintenance of all office systems to ensure smooth running of department including personal and project filing.
5. To keep up to date with relevant developments in relevant policy and practice, and to maintain a good overview of current issues in arts and wider cultural sector.

Success Measures:

1. The creation of a strategy for Artist Development for the Centre which can be repeated.
2. New and additional partnerships created for the Centre with new and established artists, organisations and companies.
3. A successful Artist Development programme for the 13 months achieved in budget.
4. The successful candidate will pass their Postgraduate certificate.

The successful candidate will:

1. Have experience as an artist or a producer with knowledge of what artists need to develop their practise. They will have the ability to actively listen to others and to use this to inform their decisions.
2. Be supportive and nurturing towards others and their ambitions.
3. HaveExcellent interpersonal skills, particularly verbal; with attention to detail and the ability to build strong relationships with individuals and teams.
4. Have knowledge of the underrepresented communities of Wales.
5. Be Welsh/Wales based
6. Have a demonstrable commitment to valuing and developing culture and identity in Wales in all aspects of the Centre’s activities
7. Have experience working with children, young people and vulnerable adults. (Desirable)
8. Have extensive knowledge of the local, national and international performing arts sector.
9. Have administrative and organisational skills including experience of Word, Excel and Outlook.
10. Have knowledge of current Health and Safety practices complying with industry standards.
11. Have experience of fundraising and understanding its importance.
12. Have aositive and friendly approach with the confidence to deal with people at all levels, and anbility to nurture and sustain a range of partnerships. They will be highly motivated, with the ability to work under pressure. They will motivate, support, develop and manage others.
13. Have aillingness to work flexibly in response to the changing needs of the project.
14. The ability to communicate in Welsh is desirable.
15. Be conscious of the impact your work has on the environment and look to minimize this. Be accountable to the artists and communities the Centre works with. Make decisions driven by social responsibility.

**Background**

The Centre has been producing in-house productions since 2016. From the creation of the large-scale new musical Only the Brave in 2016, envisaged by Cardiff-born composer Matthew Brind and performed by a cast of Welsh musical stars led by Caroline Sheen and David Thaxton to the award-winning Lovecraft (Not the Sex Shop in Cardiff), Carys Eleri’s first self-created musical, the innovative and exciting ideas of Welsh/Wales-based artists have been central to their creation. We have also invested in the development of Welsh language theatre with companies such as Neontopia and individuals such as Daf James. We have supported the development of productions such as Double Vision (co-produced with Gagglebabble), The Last Five Years by Leeway Productions and independent artist Kaite O’Reilly to explore accessible theatre and disability arts. The Centre has, year on year, developed its producing output by investing larger amounts of its resources into the realisation of these ideas including staff, financial investment and in-kind support.

We understand and appreciate that artists need support to develop their careers from organisations such as ourselves. As such we currently offer the following Artist Development support:

* Presenting open-call Scratch Nights as part of our Performances for the Curious programme.
* Access to watch rehearsals of our own productions.
* Free career development workshops from visiting professionals.
* In-kind rehearsal space.
* Paid Assistant Director roles on our productions and on companies we are presenting.
* Paid Emerging Producer roles where we support a Producer to take the next step in their career.
* Mentoring from our Producing and Programming team.
* Our Creative Learning Activity with Young People.
* Supporting other organisations’ Artist Development Initiatives.

And partner with organisations such as:

* Unlimited
* Butetown Carnival
* Theatr Genedlaethol Cymru
* National Theatre Wales
* Race Council Cymru
* Verity Bargate Award
* Disability Arts Cymru

However, we understand that we need support to enable us to diversify the work performed on our stages. As such we are creating a new role in partnership with the Royal Welsh College of Music & Drama and supported by Arts Council of Wales; Artist Development Associate.

This is a 13-month training role and is delivered in partnership with the Arts Management Department at the Royal Welsh College of Music & Drama. For the Centre, the role will act as an Ambassador and Provocateur. They are tasked with creating pathways to develop artists who are underrepresented on our stages with a focus on the Welsh Language, artists of colour and disabled artists. The suitable candidate will develop activity at the Centre and across Wales, combining the ambitions of artists and the Centre. At the end of their role they will leave the Centre with an Artistic Development Strategy.   
  
For the Centre, this will mean a time of reflection, development and evolution. For the successful candidate, this will be the chance to gain experience working in a large organisation in a strategic role and would support their aspiration to become an Artistic Director. They will receive career mentoring from Graeme Farrow, our Artistic & Creative Director along with an additional mentor chosen specifically with the successful candidate.

**Wales Millennium Centre**

Wales Millennium Centre is a landmark arts venue and a cultural destination that presents the best touring talent from across the globe, and creates its own, equally high-quality productions. The Centre is a charity whose aim is to *Inspire our Nation, Impress the World*. This is achieved by creating inspirational and life-changing experiences that broaden horizons, and investing in, and introducing, a wide variety of emerging theatre, contemporary work, artists and the very best international performers.

For 15 years, the Centre has created a portfolio of productions, from operas, plays and musicals to a major festival, and presents work all over the world, from New York and London to Dubai, as well as across the UK.

Recent productions and co-productions have included: *Man to Man* by Manfred Karge in a new version translated by Alexandra Wood which performed in London, New York and a UK tour; *Only the Brave*, a co-production with Soho Theatre, Daniel Sparrow Productions and Birdsong Productions; *Mandela Trilogy*, a UK and Ireland tour of this operatic tribute to one of the world’s most iconic figures; and *La Voix Humaine*, an immersive opera by Francis Poulenc, original lyrics from the play by Jean Cocteau, co-produced with WNO. In 2016 and 2018, the Centre hosted the extraordinary *Festival of Voice*. The 10-day event featured over 100 performances across the city, immersing Cardiﬀ in the incredible talents of singers and performers from across the globe. In 2017, the Centre produced and premiered *Tiger Bay the Musical*, a major new musical set in Cardiff’s Butetown at the dawn of the 20th century.

**Royal Welsh College of Music & Drama**

The Royal Welsh College of Music & Drama (RWCMD) is the National Conservatoire of Wales; it operates within the international marketplace of leading Conservatoires and Drama Schools and provides specialist practical and performance-based training to enable professional artists to enter and influence the world of theatre, music and related professions. The College

plays a key role in identifying and developing new talent and provides high quality training tailored to the demands of contemporary arts and the creative industries. The College trains and educates some of the most talented students from around the world, aiming to not only give them the technical and craft skills they will need to operate at the top levels of their profession, but also to

help to support them in building the resilience and distinctive artistic voice that underpins a sustainable career in the arts.

RWCMD is driven by the following guiding principles to ensure it fully inhabits its role as the national conservatoire of Wales:

* Delivering programmes that support professional practice for the 21st century
* Fostering innovation to develop artforms and shape the future of the professions
* Contributing to an ecology of arts engagement for future generations through a pan-Wales approach
* Working internationally across continents

The Arts Management department prides itself on creating work-ready graduates through a mixture of skills-based training provided by industry professionals and work-based-learning opportunities provided at both its arts centre and via a network of industry partners. The department enjoys considerable success with its approach to training the next generation of arts leaders: graduates are highly sought after in the sector and the course to job ratio has remained at 100% since 2012. As one of a variety of courses in the portfolio, the Post-Graduate Certificate in Arts Management (studied part-time over one year) focuses on sectoral Management & Leadership and is ideal for mid-career professionals.