

FUTURE\CITY

Position: Head of Arts

Responsible to: CEO

Responsible for: Senior Arts Producer / Public Art Associates

Background

Futurecity is a culture led placemaking agency, formed in 2007 we create cultural, placemaking and public art strategies for a wide range of clients across the public and private sector. Futurecity provides a global platform for the use of arts and culture as a guiding narrative for the development and regeneration of our towns, cities, and urban centres. 17 years of commissioning public art and writing strategies for a large number of clients have led to substantial new funding for arts and cultural projects in the UK and abroad, from sponsorship, commissions, bursaries, residencies, new cultural facilities and access by artists, creatives, and cultural organisations to well-funded ambitious projects often bringing artists into decision making at an early stage.

Futurecity has produced over 250 cultural strategies, 20 cultural partnerships and 250 artist commissions for clients across four continents and has sited the largest number of public art works in London in recent times. This has allowed Futurecity to champion multi-disciplinary artists who are transforming the way art is made and presented in the public realm and who enjoy collaboration with other disciplines, whether science, architecture, landscape, engineering, or film.

Futurecity has encouraged cultural innovation to encourage participation and inclusion in developing public art and cultural outcomes, including 'seeding labs' designed to nurture new ideas, helping to grow creative practices and creative businesses, such as the **Lab E20 at East Village** (Get Living) a new flagship for experiential retail, cultural exhibition, and creative workspace, with a focus on positive fashion and sustainable living, and the **London Studios** at Upper Ground, Southbank (Mitsubishi Estates) designed to nurture and discover new-gen talent in the London Borough of Lambeth and our early stage work with developers has led to new artist studios on multiple sites across London and elsewhere.

Futurecity has brokered new cultural facilities and funding partnerships between cultural institutions and the private sector, including a new gallery for the **Centre Pompidou** for Malaysian developer **Beulah at their Southbank** precinct site in Melbourne, a new headquarters, and rehearsal space for the **Royal Philharmonic Orchestra** at Wembley Park (Quintain) a new building for the **English National Ballet** at City Island (Ballymore), a new home for the Migration Museum in the City of London and gallery and studio facilities for **Chelsea College of Art and Design, Royal College of Art, and Royal Academy Schools**.

Futurecity actively campaign for a more radical and ambitious approach to the use of the arts in the public realm, through an 'embedded arts' approach, which challenges the traditional idea of the arts in relation to architecture, infrastructure, and landscape. We champion the role of the artist and curator as an integral part of a design team as Lead Artist, Artist in Residence, and collaborator.

It's been an amazing journey over the 17-years, but we are still ambitious and excited about the future and look forward to welcoming you to join the Futurecity family.

Mark Davy Founder / CEO Futurecity

Overall, Purpose

To lead the Futurecity Arts Department into our next stage of development, delivering major art projects in the public realm and developing public art strategies for UK and international clients. This is a senior management role, with the successful candidate acting as the face of the arts programme for Futurecity.

The applicant will be responsible for project and business development and project planning, across a diverse portfolio of world-class art commissioning and strategic projects including the middle east, UAE, and Saudi Arabia where we are currently working on multiple public art strategy projects and where we are looking to expand delivery of our programmes.

The candidate will be expected to have a good knowledge of the contemporary arts scene, good contacts in the sector, to attend events, private views, and seminars to promote the work of Futurecity. The role requires an expert arts professional who will be an effective advocate and thought leader in the public art and commissioning sector.

The role sits alongside the Head of Strategy who is responsible for Futurecity's Cultural Placemaking work, and reports to both the Business Manager and CEO. The role is supported by the wider Futurecity team including a Senior Arts Producer, Senior Associate Curator and research and coordination personnel.

Key Responsibilities and Accountabilities:

Department and Team Management

- Contribute to the development and growth of Futurecity's strategic plan through team workshops, research, and strategic thinking.
- Give guidance and mentorship to internal and external personnel to ensure an exemplary standard of team working.
- Assess and monitor resource needs for the Department, working with Senior Management to strategically grow the team in response to business expansion.
- Perform annual performance reviews and ensure training and development needs are supported.
- Ensure consistency of approach, language and house style across proposals, presentations, and documents
- Support the team in building client and delivery team relationships, acting as the lead client contact as required.
- Build up our Arts Associate programme, curators, project managers, thought leaders, writers, gallerists etc.

Strategic Projects

- Review and understand complex project delivery requirements, develop project delivery plans, and ensure plans are coordinated within the team.
- Build and oversee internal and Associate teams in response to project requirements – ensuring relevant expertise is identified to resource projects.
- Write and contribute to project briefs, content of delivery plans and presentations.
- Contribute to internal, client and design team workshops to ensure creative principles are embedded into design thinking.
- Prepare and deliver strategy presentations as required, with the support of curatorial team.
- Oversee delivery of strategic work including document design and preparation.

Public Arts Project Delivery

- Lead on strategic planning for all arts projects, identifying project requirements, allocating team resources, setting out strategic delivery plans and ensuring projects run on time and on budget.
- Take the role as Project Lead on several projects as well as overseeing all Arts projects as above.
- Deliver curatorial guidance to identify appropriate artists for a range of projects.
- Oversee and support the arts team in project management, ensuring effective and best practice delivery and offering expert guidance to deliver exemplary public art projects.
- Respond sensitively and in a timely manner to issues and project changes through effective change management, ensuring internal and external reporting and communication processes are managed.
- Develop best practice ways of working, generating processes and templates that support increasingly efficient delivery.

Business Development

- Work with Senior Management to help develop an annual business plan, identifying financial targets, strategic business development approach and overall direction and opportunities for the Arts Department
- Generate and facilitate new business opportunities, through identifying potential clients, building upon existing client relationships and through networking and advocacy.
- Lead in planning delivery frameworks, identifying resource needs and ideas for new business opportunities.
- Responsibility for the pricing and financial structure of new projects, bids, and tenders.
- Support the Business Manager in preparing effective project scopes, tenders, and responses to new business enquiries.
- Participate in new business development meetings, pitches, and interviews, representing Futurecity.

Advocacy and Thought Leadership

- Keep up to date with trends and developments relevant to the team's understanding of art in the public realm.
- Promote your role and Futurecity's work through networking, attendance at relevant events and ongoing research.
- Develop opportunities to represent Futurecity at an expert level, participating in conferences, expert panels and speaking engagements.
- Initiate and prepare content for social media and Futurecity communications that demonstrate our expertise in the sector.

Financial

- Take responsibility for the pricing and financial structure of projects, bids, and tenders.
- Ensure project budgets, fee proposals and the scopes of work reflect the financial targets of the Company.
- Review billing schedules and projects costs with the Business Manager
- Review resourcing with project leads and HR Manager and ensure the financial efficiency of individual projects.
- Any other duties as agreed with the CEO.

Additional Information

This role will require work outside of standard working hours and will involve UK and international travel from time to time. A role at this level will require flexibility in working the hours needed to ensure all aspects are carried out well.

Core Office Hours are 9.30 – 6pm, Monday – Friday. A hybrid of office and remote working from home is currently in place.

PERSON SPECIFICATION

Essential

- Significant experience in a similar role
- Passionate about placemaking and the arts
- Managerial experience within the arts sector
- Significant experience in public art commissioning
- Excellent attention to detail
- Tech-savvy
- Skilled with Microsoft Office including PowerPoint.
- Able to manage time efficiently and prioritise concurrent tasks.
- Great interpersonal and influential skills

Desirable

- Skilled in the Adobe creative suite i.e., InDesign, Illustrator etc
- Experience with and enthusiasm for international projects.