



Director of Homotopia Job Pack

September 2023



homotopia
ART ACTIVISM

🌐 homotopia.net
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📘 [@LGBT.festival.liverpool](https://www.facebook.com/LGBT.festival.liverpool)

About Homotopia



We are the UK's longest running LGBTQIA arts festival.

Homotopia Festival was born and bred in Liverpool and proudly champions local, national, and international queer and trans creatives, artists, and makers.

We are a National Portfolio Organisation with Arts Council England.

Founded in 2003, Homotopia is an arts and social justice organisation making a cultural impact through art and activism. Our aim is to support and platform local, national, and international LGBTQIA socially engaged artists and creatives.

Find out more about our work at [homotopia.net](https://www.homotopia.net)

“Investing in the future of inspiring, challenging, and diverse art and artists is at the forefront of our ambition.”



What we do

Homotopia Festival is the UK's longest running LGBTQIA arts and culture festival. In 2012 we became one of Arts Council England's National Portfolio Organisations (NPO), and at the time, were the only dedicated LGBTQIA arts organisation to be recognised in this way.

In the years that have followed, Homotopia has achieved significant growth and development and we take pride in being at the forefront of combining creativity and social change for and in collaboration with our ever-expanding community.

In addition to our festival, we have a year-round programme of artist development, public artworks, and events.

The Festival

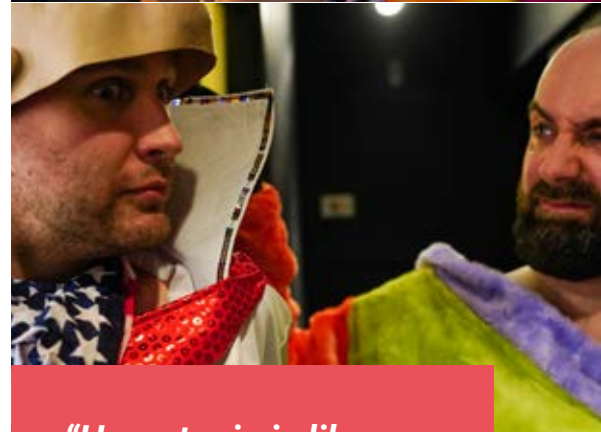
Every November Homotopia presents a festival featuring a variety of LGBTQIA art across multiple venues and outdoor spaces in the city, spanning visual art, theatre, comedy, dance, music and more.

Each year we welcome an inclusive audience of 2,500+ attendees. Headliners and highlights over the years have included **John Waters**, **Armistead Maupin**, **Jinkx Monsoon**, **Boy George**, **April Ashley**, **Travis Alabanza** and **Maggi Hambling** - and we always platform the most exciting, homegrown talent too.

What happened at Homotopia Festival 2022?

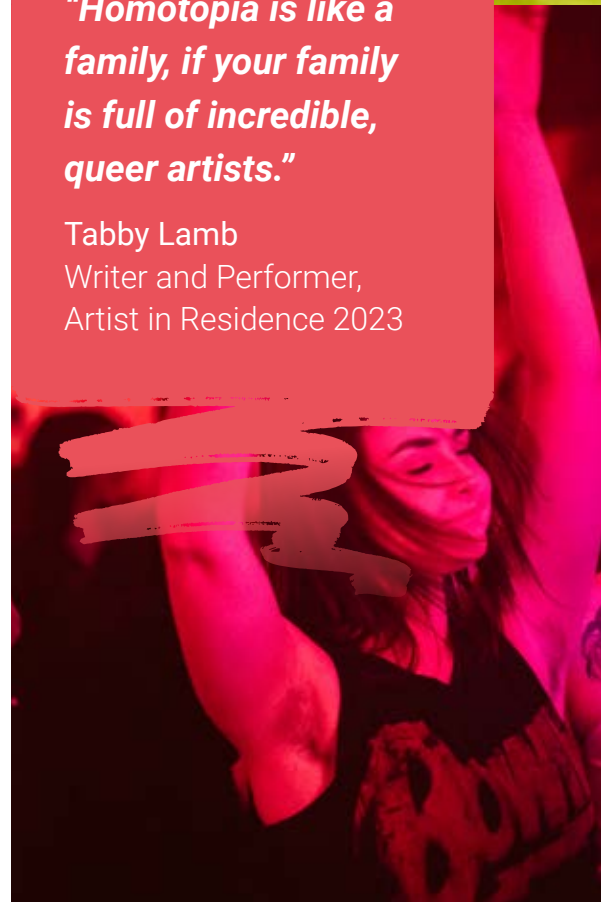
Homotopia Festival 2022, *Queer Joy is a Protest*, ran from 1st – 20th November at venues across Liverpool and online. Our festival Artist in Residence was **Tabby Lamb** and highlights included a queer punk night, a cabaret hosted by **Sharon Le Grand** and an opening party at Tate Liverpool, with **The Bitten Peach**.

Queer Joy is a Protest won Community Event of the Year at the Liverpool City Region Pride Awards in 2023.



"Homotopia is like a family, if your family is full of incredible, queer artists."

Tabby Lamb
Writer and Performer,
Artist in Residence 2023



QueerCore

QueerCore is Homotopia's year-long artist development programme for emerging mixed art, literary, performance and visual artists based in the Liverpool City Region.

These individuals and groups receive funding, advice, peer and industry support in their specific projects over the course of 12 months.

Young Homotopia

We're nurturing the next generation of queer creatives and audience members through our work with LGBTQIA young people aged 16 – 25 years old.

Led by Homotopia's Associate Artist **Ashleigh Owen**, Young Homotopia has performed at the Unity Theatre and even on the main stage at Liverpool Pride. This is a partnership project with YPAS – GYRO.

Young Homotopia runs workshops, rehearsals and performances with a creative collective of young LGBTQIA people who are interested in self-expression through creativity and performance. Ashleigh Owen and a number of visiting practitioners, support and direct the performances and facilitate development workshops. The programme also builds a community and peer-support for like-minded young people.



"Homotopia showcases the best of what our community has to offer."

Felix Mufti
Writer and Actor,
QueerCore Artist 2020



"A unique opportunity to grow as a queer performer and perform on a stage in front of a packed live audience."

Chris Porter
Lead Youth Worker, GYRO



Vision

To be the leading LGBTQIA arts festival in the UK with an international profile and a strong local engagement strategy, to ensure LGBTQIA voices are heard and represented in Liverpool, nationally and internationally.

Mission

Homotopia is a producer and presenter of great LGBTQIA art, across visual art, theatre, dance, cabaret and heritage in Liverpool.

Values

Diversity

celebrating diversity in all we do;

Our Programme

reflecting our communities;

Collaborative

we are all the people we work with;

Integrity

we will be honest and accountable in all we do;

Representation

constantly committing to widening our reach and expanding our representation;

Our Art

to be risk-taking, unapologetically queer and unafraid;

Caring

to take care of our staff and the people we work with;

Dynamic

continuing to produce the very best queer art.



The Team

Our small, ambitious and talented staff team produce our programmes from our office in the heart of Liverpool city centre and are supported by a team of freelancers in artistic, technical and communications roles.

Our committed Board of Trustees forms an invaluable part of the organisation, ensuring that Homotopia is well run, that our staff team is supported and that the organisation is financially robust.

Trustees: **Jess Shannon** (Co-Chair) and **Danny Kilbride** (Co-Chair), **Joan Burnett** (FACT Liverpool), **Sinéad Nunes** (Heart of Glass), **Darren Begley** (Shakespeare North Playhouse), **Gill Clotworthy** (Sahir House), **Tabby Lamb** (Writer and Performer) and **Dr. Frank Peschier** (Headlong Theatre).

Our new office is in the Bluecoat: Liverpool's contemporary arts centre, a working home for artists, and a place where audiences can experience art in new ways. We're excited to call the Grade I listed building our new home, and forge new collaborations from here.

The Opportunity

What does the next 20 years of LGBTQIA+ art and activism look like? As Homotopia celebrates our 20th year as an organisation, this is an exciting time to join and lead us into the next chapter.

The role of Director is a dynamic leadership position, perfect for an arts professional experienced in producing, development and management to take on the organisation's artistic and strategic development.

Building on Homotopia's foundations, the Director will identify new opportunities for growth, implementing our three-year National Portfolio Organisation agreement with Arts Council England and overseeing the organisation as we become a registered charity. This is a unique opportunity for an individual to creatively develop and strengthen our vision, mission, values and behaviours throughout the next few years.

Terms of Employment

Salary:	£37,000 - £43,000 FTE (£29,600 - £34,400 pro rata, 4 days a week)
Contract period:	Permanent
Hours:	30 hours per week
Location:	Liverpool (2 days per week minimum from Homotopia office, and home working)
Probationary period:	6 months
Notice period:	3 months will apply to both employer and employee
Holiday entitlement:	22.4 days annual leave, plus bank holidays (pro rata FT equivalent: 28 days). The Homotopia office closes for an additional two week period over Christmas
Other benefits:	There is a workplace pension scheme applicable to your employment. Further details are available from the Finance Officer

Closing Date for Applications: Friday 20 October, 6.30pm

(See **page 13** for how to apply)

Job Description

Job Title: **Director**
Reporting to: **Board of Trustees**
Responsible for: **Marketing and Development Manager, Festival Programmer, Finance Officer, plus occasional freelancers, including artists**

Leadership and Strategy

- To develop and lead on the organisation's artistic mission and vision (supported by the programme, marketing and development and finance administration staff)
- Develop, maintain and implement a sustainable strategic direction for Homotopia through a period of change, that will take the organisation forward and fulfil the artistic ambition and expectation of the organisation and our funders
- Ensure delivery of Homotopia's Activity and IP Plans as part of Arts Council England NPO commitment
- To be a visible and present leader with overall responsibility for Homotopia, including day-to-day line management duties
- Lead and champion an inclusive, equitable and accessible working culture and programme
- Develop and champion Homotopia's mission, vision and values, ensuring these inform all decisions
- Create an environment of openness to innovation and creativity

Management and Administration

- Management, implementation and reporting of the organisation's National Portfolio Organisation agreement, representing the organisation to Arts Council England, and ensuring the organisation meets quarterly data collection targets (using the mandatory tools identified)
- Work with the Board of Trustees to develop the organisational structure and recruit to grow the staff team
- Line-manage the staff team and hold regular checks-ins, one-to-ones, company meetings and appraisals

- Ensure that the Board of Trustees is provided with appropriate information to enable strategic decisions to be made of policy, finance, management, and other matters
- Adhere to, develop, and actively implement the organisation's policies and procedures, including equalities (diversity, access, and equal opportunities), fundraising compliance, data protection, HR, environmental, health & safety and safeguarding
- Fulfil any necessary monitoring and reporting requirements for Liverpool City Council in addition to any other reporting bodies
- Maintain systems for invoicing, monitoring of projects and use of the organisation's digital filing system

Financial Management

- Ensure efficient and effective solvent financial management of Homotopia
- Maximise income and minimise expenditure, without jeopardising the quality of the work being delivered, staff wellbeing or the reputation of the organisation
- Develop and delivery regular management accounts, detailed budgets, cash flow forecasts and production budgets, working with the Finance Officer

Partnerships and Development

- Achieve fundraising targets against cost, for trusts and foundations, sponsorships, and any other raised monies
- Identify new, appropriate opportunities for fundraising and income generation
- Initiate, develop, and maintain relationships with key partners, stakeholders, and potential funders
- Create an evaluation framework that evidences Homotopia's impact to the board and to current and potential funders
- Manage and develop creative partnerships with other cultural organisations, locally, nationally and internationally

Artistic and Programme

- Ensure the delivery of the artistic programme against the organisation's mission, vision and values and National Portfolio Organisation agreement, developing future direction and strategy

- Manage and develop the Young Homotopia programme, supporting the Freelance Associate Artist to deliver the programme.
- Oversee and develop the Festival and QueerCore, supporting the Festival Programmer to deliver both programmes
- Manage Homotopia's commissioning programme, working with partners to commission the development of new work
- Engage and be an active voice in Liverpool City Region's arts and cultural output

This job description will be reviewed during the annual appraisal process. Other reasonable, similar duties may be allocated from time to time appropriate to the general character of the post and salary.

Person Specification

No formal qualifications are required, but you will need to be able to demonstrate the following:

Experience:

- Three years' experience in senior arts management
- Experience of working within or for an NPO organisation, with knowledge of managing relationships with and reporting to key funders
- Experience of line managing people and teams
- Experience of fundraising and income generation
- Experience of financial management
- Understanding of, and commitment to, equity, equality, diversity and inclusion and the role you have in improving access for those from protected characteristic groups into our workforce

Knowledge and skills:

- An understanding of governance and risk management and their importance in the smooth and effective working of the organisation

- Excellent IT skills, including the use of Microsoft Teams, and other Microsoft applications such as Excel and Word. Experience of finance applications such as SAGE would also be beneficial but not essential
- Strong verbal and written communication skills, with the ability to adapt to different situations, in order to develop productive relationships
- Remaining calm whilst managing competing priorities and multiple projects
- Ability to work on your own initiative and prioritise workload to effectively meet deadlines
- Creative problem-solving skills, with the ability to anticipate problems and resolve issues independently
- Ability to inspire and lead a team and stakeholders

Personal Qualities:

- Flair, creativity and the vision to grow the organisation and make an impact
- Knowledge and understanding of the lived experience of LGBTQIA+ people and communities
- A passion for nurturing, encouraging and developing the staff team
- A willingness to explore and be immersed in what Liverpool has to offer, artistically, culturally and beyond.

You should also be available to work at our office on a weekly basis, attend a minimum of 4 Board of Trustee meetings annually (always evenings), as well as to support the team at public facing events across the year.

How to Apply

Closing date for applications is **Friday 20th October, 6.30pm.**

Applications received after this time will not be considered.

Please provide a written statement, no more than 2 pages, which should outline why you would like to work with Homotopia and how you meet the criteria set out in the person specification.

In addition to your supporting statement, please attach:

- An up-to-date CV or a 3 minute video or audio file telling us the content of your CV
- A completed Equal Opportunities Monitoring Form
- Contact details for 2 referees (an offer of employment will not be confirmed without 2 satisfactory references. We will not make direct contact with them without seeking your permission first)

Submit completed applications to:

Andrew Bullock, Interim Director via recruitment@homotopia.net

First round interviews will take place the week commencing **2 November 2023.**

If you are shortlisted for the position you will be contacted by email to arrange an interview time at least one week prior to this date. Second round interviews will take place in person, in Liverpool.

We are an equal opportunities organisation and welcome applicants from people of all backgrounds. At this time, we would especially love to hear from applicants who belong to groups underrepresented in the arts, including Global Majority, LGBTQIA, and D/deaf and disabled. We particularly welcome applications from people who are representative of the LGBTQIA communities Homotopia serves across Liverpool City Region and the UK.

Access and Further information

If you require any further information about this recruitment process, need additional information about the role, or **need additional access support to make an application, please get in touch.** We are here to support you. If you would like to have an informal chat about the role please contact Andrew Bullock, Interim Director via recruitment@homotopia.net.



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