



SpareParts Festival – Artistic Director – Terms of Reference.

Are you passionate about helping to transform the cultural landscape in the North of England? SpareParts is a unique transport inspired festival created in Fleetwood. It has developed out of an innovative partnership between Fleetwood Festival of Transport, LeftCoast (Blackpool and Wyre’s Creative People and Places project) and Wyre Borough Council.

After a successful strategic touring pilot in 2017, the project was further developed with Arts Council England, Crewe Town Council, Sandbach Transport Festival and Cheshire East Council to create *SpareParts: Accelerate*; a three-year touring programme reaching three festivals in 2018 and five transport festivals in the North West by 2020.

The SpareParts Artistic Director will have a pivotal role in the growth and development of SpareParts Festival. The role requires energy, initiative and strong organisational and interpersonal skills. It is a great opportunity for an individual to network themselves comprehensively into the Outdoor Arts circuit in the UK.

The Artistic Director will report directly to the Chair of the Advisory Board (made up of representatives from Fleetwood Festival of Transport, Sandbach Transport Festival, etc.) and will be working alongside the Programme Manager (who in turn manages the Marketing Manager).

Immediate priorities for the successful candidate will be:

- To ensure momentum and confidence continues following the 2018 festival season in the planning and programming of events for 2019 onwards
- To ensure the lessons learned process and evaluation of 2018 activity is disseminated and utilised in future planning
- To continue to develop existing partnerships and leads and identify opportunities to build greater sustainability into future events including helping to develop partnerships with other transport festivals
- To continue the development of communities and partnerships in existing locations and develop relationships with new locations in collaboration with Participation Officers at each site.

Key responsibilities for this role include:

1. Programming four world class festivals of outdoor arts, inspired by transport for 2019

- Programme and schedule performers for the SpareParts Festivals in collaboration with the Advisory Board with a focus on a participatory parade and static and strolling shows
- Take a lead artistically and work in partnership with all local authorities, partners and other independent artists and organisations to develop and deliver a participatory parade with commissioned and existing artist created vehicles
- Support the Programme Manager (PM) to co-ordinate the production for SpareParts Festivals and manage the delivery of the artistic content of the festivals with support from the PM
- Oversee all creative liaison with artists and community participants
- Support the PM to co-ordinate monthly meetings between stakeholders and partners
- Lead on the learning dissemination plan, liaising with Arts Council England (ACE)
- Work in partnership with the SpareParts Marketing Manager and all partners to maintain the brand, design and image content for all events and support the PM in ensuring correct information for the event is publicised with sufficient lead in time
- Support the PM in arranging the get in, delivery and get out of the event
- Contribute to the overall evaluation processes and manage key areas.
- Work with Trainee Programmers and Festival Directors to help develop local skills and knowledge
- Any other duty deemed reasonable to deliver the activity

2. Supporting the PM and Advisory Board to achieve income targets and strengthen partnership working and stakeholder development

- Work with The Advisory Board and the PM to secure local business and stakeholder support, practical and financial
- Support the PM in applying for financial support through trusts and foundations

3. Build greater sustainability into future events including developing a partnership of other transport festivals and supporting the future development of the programme

- Support the PM to ensure that the festival continues to thrive by developing and implementing a viable sustainability plan
- Support the PM in managing stakeholder relationships particularly with the lead investor, ACE, including submission of relevant reports
- Develop SpareParts in genuine partnership with the voluntary committees, members and other stakeholders
- Assist the PM to develop the capacity of volunteers to build skills to ensure the future development and sustainability of SpareParts

The ideal candidate should be able to demonstrate:

- Experience of managing outdoor arts events
- Experience of partnership working and stakeholder development
- Experience of successful fundraising activity particularly with ACE
- Experience of managing people and financial resources

This role is undertaken as a fixed term freelance contract from 1st September to 31st August. It is offered for a fixed fee of £13,000 (approximately 5.5 days per month minimum). Hours may increase in the immediate run up to each festival and decrease during interim periods.

It is expected that the contractor will work from Blackpool/ Fleetwood one day a month and should be prepared to travel to the other festival locations for meetings and events.

It is envisaged that this contract will be renewed pending successful implementation of the 2019 event season.

To Apply:

Please send your expression of interest to:

Dave Carlos (Fleetwood Festival of Transport) by 30th July 2018 at 5pm via email:
sparepartsfest@gmail.com

Your letter of application should be no more than two sides of A4 explaining why you would be suitable for this role (CV's can be included as an additional document).

Shortlisted applicants will be invited to interview on 6th or 7th August 2018 in Blackpool.