

Make It York

JOB DESCRIPTION: Creative and Cultural Development Manager

Context of role

Make It York is York's Destination Management Organisation and has a mission to grow the city's economic prosperity and wider wellbeing. Included in its remit are the following corporate priorities: network-building and inward investment; city positioning and profile-raising; marketing the city and its surroundings - nationally and internationally - as an attractive and vibrant place to live, visit, study, work and do business; and driving forward York's Culture Strategy.

The vision of York's Culture Strategy 2020 – 2025, is to transform York's cultural participation, ambition and reputation. By 2025, York will be known as a city where outstanding, renowned heritage comes together with a cutting-edge contemporary approach to creativity, reflecting the city's rich history and its status as the UK's first UNESCO Creative City of Media Arts.

This role will be key to facilitating the implementation of the newly launched Culture Strategy, *York's Creative Future*, ensuring York's cultural sector is well supported, and working with a broad range of cultural and creative stakeholders across the city, as well regionally and nationally.

It provides a fantastic opportunity for a highly skilled, creative, relationship-focused and motivated individual, to have a real impact in working with a highly engaged and dedicated sector across the city.

Core details

Job title:	Creative and Cultural Development Manager
Reporting to:	Head of Culture and Wellbeing
Key working relationships:	Events, Marketing and Communications teams
Key stakeholder relationships:	Creative and cultural sectors of York
Budget responsibility:	Culture/Events budgets

Main responsibilities and key tasks

- To facilitate the implementation of *York's Creative Future: York Culture Strategy 2020-2025*. This includes taking forward the actions around the Strategy's key priorities: (1) Engagement, Participation and Relevance, (2) Place Making, (3) Children and Young People, (4) Talent Development and Retention, (5) Culture and Wellbeing and (6) York's National and International Profile.
- To act as Secretariat for the York Cultural Leaders Group, Cultural Leaders Group Strategy Steering Group, and the Cultural Commissioning Partnership (including organising meetings, writing agendas and taking minutes). To also coordinate these groups' activities and to take actions from these groups forward.
- To represent Make It York and York's culture sector through a variety of networks and projects, including (but not limited to) other Yorkshire cities, REACH (York's culture

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education partnership), the UNESCO Working Group, Northern Culture Network and 100% Digital York.

- To help develop and implement the Culture Strategy's funding strategy and to play a key part in the bid writing process to fund cultural and creative projects and events.
- To develop and maintain positive relationships with Arts Council England to facilitate arts project development and funding.
- To promote the UNESCO Creative City of Media Arts designation, identifying opportunities through this designation and the Creative Cities Network for York and relevant York based businesses, working alongside key city stakeholders in this area.
- To write and edit the bi-weekly culture sector e-news; currently sent to the Cultural Leaders Group with key news updates, funding information and events – and to develop and expand this into a broader readership base across the city.
- Act as the 'go to person' for cultural projects in the city (particularly those arising out of the Strategy).
- To support the development of relevant partnerships with York's cultural and creative businesses, organisations and venues.
- To search out new opportunities for developing the creative and cultural sectors in York.

Key personal attributes

- A genuine interest and enthusiasm for the creative and cultural sectors
- A positive, proactive and helpful attitude with a 'can do' approach to all aspects of work and great relationship management skills
- Great attention to detail and organisational skills
- Good written and verbal communications
- Ability to work effectively in a team environment and to enjoy a very varied workload
- Enjoy the challenge of working with different teams
- Comfortable with developing partnerships and relationships and working collaboratively both internally and externally
- Comfortable with developing funding applications and generating sponsorship
- Happy talking to creative and cultural businesses and understanding their needs
- Able to signpost and connect businesses to other businesses and organisations where appropriate
- A background in project management, policy, fundraising and/or communications, with a focus on the cultural and creative sectors, would be advantageous for this role.

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Hours of work

- This is a full time position and will initially involve working remotely. Working hours are 37.5 hours per week, Monday-Friday. Some out of hours working will also be required from time to time.

Applications

- There is no application form. Please email cv and supporting statement to recruit@makeityork.com
- Deadline for applications is **17.00 Tuesday 18 May**
- 1st Interviews will be held via Zoom **on Tuesday 25 May**
- 2nd interviews for successful candidates will be held via Zoom on **Tuesday 1 June**