

Horizon International Relations Manager

Applicant Information Pack

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December 2021

Introduction / How to Apply

Thank you for your interest in the role of Horizon International Relations Manager. You will find information about the role and the person specification in the following pages. Before you fill out an online application form, please read the information included here.

Please use the online application form to apply. A link to the online application form can be found on the [Work With Us](#) page of Battersea Arts Centre's website. You will need to upload your CV as part of the application.

All applications must be submitted by **10am, Monday 31 January 2022**. Successful shortlisted applicants will be invited to attend a first stage interview via Zoom in **the week commencing 7 February 2022**. A BSL interpreter will be provided, if required, and we are happy to hear about any other adjustments you may need.

If you would like further information, support with access requirements or an informal chat about the post, please contact us by email at recruitment@bac.org.uk.

We look forward to receiving your application.

People team
Battersea Arts Centre
(Horizon consortium partner)

About Horizon

Horizon focuses on forging new relationships between artists making performance in England and international partners. The 2021 'pilot' showcase included streamed live theatre, dance and live art performances, digital works and other events for audiences around the world, with international delegates supported to engage virtually with the performances.

The Horizon showcase will be a key part of the Edinburgh Festivals in 2022 and 2023. For these iterations, the showcase will primarily involve live performances in Edinburgh, but digital wraparound activities will also be a significant strand of work. Artist Residencies and Bursaries are also a feature of the showcase plans.

Horizon marks the development of a new collaborative model. Responding to the need for different and more flexible ways of thinking, the Horizon consortium (comprising Battersea Arts Centre, Dance4, Fierce, GIFT, MAYK, and Transform) has placed care, innovation, environmental sustainability and accessibility at the heart of the showcase.

In year 1, the consortium partners worked with several established independent artists to help shape the showcase, including Project O (Alexandrina Hemsley, Jamila Johnson-Small), Javaad Alipoor, Kirsty Housley, Sonia Hughes and Renny O'Shea. Associate partners reflecting different specialisms and art form focuses have also had input into the process, including Akademi, ATC, Bush Theatre, Circus City, The Cocoa Butter Club and Unlimited. Bringing a diverse and varied range of perspectives and lived experience to Horizon's management and implementation, remains a key priority for this project.

Working with Horizon

The Horizon International Relations Manager will be contracted by Battersea Arts Centre (BAC) but has the option of working remotely, from anywhere in the UK. Regular travel to Horizon consortium organisations across the UK will be required, as well as on site work in Edinburgh during the festivals. This will include some weekend and evening working, as well as overnight stays. Depending on where you live you will also be offered a desk space at BAC, should that be your preference.

BAC is wheelchair accessible throughout the building. The nearest wheelchair accessible station is Clapham Junction and the route is 0.6 miles, uphill. There is a disabled parking bay on Theatre Street, next to the building. There are accessible toilets and a mix of loud and quiet spaces.

The role will involve regular meetings, communicating via phone, video conferencing, email and in person, and using a computer for several hours across the day. Some evening and weekend work will be required as part of this role, plus the aforementioned travel to external partner meetings and events.

The Role

Responsible to: Horizon Programme Director

As Horizon’s International Relations Manager, you will be a highly effective administrator with excellent organisational, influencing and communication skills.

Working with the Horizon Programme Director, you will ensure effective engagement of international and national delegates for the Arts Council funded showcase ‘Horizon’ as part of the next two Edinburgh Festivals. The role will encompass all aspects of international delegate engagement, including scheduling, travel, bookings, attendance at wraparound events, and brokering artist conversations. Managing a process for distribution of onward touring funds to support international development and touring following the showcase will also be a key aspect of this role.

A detailed outline of the tasks and responsibilities for this role, contractual Terms & Conditions and a Person Specification are outlined below.

Main duties	<ul style="list-style-type: none"> • Manage all aspects of delegate engagement with Horizon and relevant artists before, during, and after the showcase; • Work with the consortium to identify a priority list of delegates to engage; • Ensure attendance and engagement of delegates at the festivals; • Curate a bespoke ‘showcase experience’ for priority delegates; • Support the Horizon Programme Director and Horizon Programme Producer in planning a showcase and wraparound events programme that will be exciting and engaging for delegates, and will effectively broker constructive, supportive conversations with artists; • Ensure effective digital engagement opportunities are available for delegates who can’t travel to Edinburgh; • Support delegates in travel, visa, ticketing, accommodation and booking arrangements, as required; • Be the main point of contact for all delegates attending the showcase; • Be the main point of contact on delegate activity with all relevant Edinburgh venues, the Fringe Society, Edinburgh International Festival, and other key partners; • Be the main point of contact for Artist Leads and Associate Partners, in relation to delegate activity; • Be the main point of contact for other venues hosting artist residencies or digital activity; • Contribute to Horizon’s sustainability policy and priorities.
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Financial & Legal	<ul style="list-style-type: none"> • With the Horizon Programme Director and members of the consortium, develop a fair and robust process for dispersing onward touring funds, to support programmed artists with international development and touring; • Working to the Horizon Programme Director and BAC’s Head of Finance, manage relevant project budgets – establishing clear reporting processes that enable robust financial management; • Ensure appropriate and prompt contracting of venues, artists, producers, freelance staff and partners, as required; • Carry out risk assessments as required and, working with the consortium, ensure appropriate insurances are in place and that the showcase conforms to all financial, legal and contractual requirements; • Be responsible for the handling, monitoring, and reporting of petty cash, as required.
Other duties	<ul style="list-style-type: none"> • Attend and service networks and external partnerships necessary for the successful delivery of the Horizon programme; • As required, attend networking opportunities (both nationally and internationally) to support delegate engagement in the showcase; • Undertake training as required by the consortium to successfully carry out the work; • Have a flexible approach to work – the role requires working some unsociable hours, for which time off in lieu can be taken with prior agreement of your line manager; • Contribute to the agreeing and setting of deadlines and to ensuring they are met; • Undertake any other reasonable duties as required by the consortium; • Act responsibly with confidential information.

Terms & Conditions

Salary:	£30-35,000 per annum, pro rata (£18-21,000 gross per annum)
Hours:	<p>21 hours (3 days) per week, excluding a daily 1 hour lunch break, with an option to increase to full time (35 hours per week) from July to September inclusive; in both 2022 and 2023.</p> <p>Usual BAC office hours are 10am-6pm. We offer flexible working where possible. Staff can be based anywhere in the UK and remote working is generally accommodated.</p> <p>Occasional evening and weekend work will be required.</p>
Overtime:	No overtime payments; we operate a Time Off in Lieu (TOIL) system, to be taken within two weeks of accrual.
Annual Leave:	4 weeks per year, pro rata (5 weeks following one full year of service)
Probation period:	3 months, with a 2 month review
Notice period:	2 months
Contract Period:	February 2022 to October 2023 inclusive
Workplace Pension Scheme:	BAC's pension scheme is provided by NEST
Staff Benefits	<p>Complimentary tickets for performances at BAC (subject to availability and staff ticket policy)</p> <p>Cycle to Work Scheme</p> <p>Discount on meals in the BAC cafe (subject to discount policy)</p> <p>5 Development Days, pro rata</p>

Person Specification

Essential
<p>Experience:</p> <ul style="list-style-type: none"> • Experience of managing and delivering effective programmes of events • Proven track record in stakeholder management on complex projects • Demonstrable experience of artist liaison, and supporting artists and companies • Experience of managing projects and programmes from initiation to completion • Experience of successfully managing budgets • Experience of working with international partners <p>Knowledge:</p> <ul style="list-style-type: none"> • Knowledge of artists working in multiple art forms who are creating pioneering and devised work <p>Skills & abilities:</p> <ul style="list-style-type: none"> • Excellent interpersonal skills, with the ability to communicate effectively and adaptably • Good administration and project delivery skills • Ability to effectively administrate travel for artists and partners • Ability to practice sensitivity and discretion in handling personal or confidential information • Excellent time management and prioritisation skills, with the ability to manage competing demands <p>Interests & values:</p> <ul style="list-style-type: none"> • A commitment to the Horizon Consortium’s purpose & values • A passion for exciting, challenging and innovative performance • A dedication and belief in putting representation, inclusion and access at the heart of what you do • A positive, proactive, flexible and collaborative approach
Desirable
<ul style="list-style-type: none"> • Ability to set up successful digital events, choosing the best technology for the event and effectively setting up digital delivery • Knowledge of inclusive practice and/or working in an accessible way or setting