

**JOB DESCRIPTION**  
**Operations and Planning Manager**  
**Vacancy Ref: A2867**

<b>Job Title:</b> Operations and Planning Manager	<b>Present Grade:</b> 7P
<b>Department/College:</b> Lancaster Arts	
<b>Directly responsible to:</b> Director, Lancaster Arts	
<b>Supervisory responsibility for:</b> Creative Administrator, Production Assistant	
<p><b>Contacts</b></p> <p><b>Internal:</b> Lancaster Arts Board &amp; Arts Strategy Board, University Management, primarily in Facilities, ISS, Commercial Services, Conferencing, Students Union, Human Resources, Marketing &amp; Communications and Alumni &amp; Development; colleagues and students in the Faculty for Arts and Social Sciences particularly with Lancaster Institute for the Contemporary Arts (LICA) and Institutes and Research Centres working with Lancaster Arts</p> <p><b>External:</b> Relationship Manager with Arts Council England (Charitable Trusts and Foundations; relevant managers in local and regional authorities, relevant professional bodies such as the Creative Industries Federation, other arts organisations at local and regional levels, regional arts bodies such as Lancashire Arts Partners, business, community &amp; voluntary organisations at local and regional levels</p>	
<p>Lancaster Arts (LA) is a distinctive combined arts organisation in the North West of England. We are based at the Lancaster University campus, and our venues include the Great Hall, Nuffield Theatre and Peter Scott Gallery as well as sites off campus. Lancaster Arts has an acclaimed reputation for the presentation, creation and development of innovative contemporary work and works within an Arts Strategy for the University that places art and creativity at the heart of the institution. We are proud of our artist development programme, which supports and features artists at all stages of their careers. We also develop and lead on bespoke projects that connect to overarching themes in our work and respond to regional and local needs.</p> <p>We host a wide spectrum of events and participatory opportunities across theatre, dance, music, visual art, live art, circus, spoken word and comedy and work with partners locally, regionally and internationally. We are committed to working in close partnership with internal and external partners (e.g Ruskin Library, local arts organisations) through delivering joint projects to realise our values and achieve our goals.</p> <p>The Lancaster Arts team is committed to the development, production and presentation of artistic work of the highest calibre, ensuring that it reflects and speaks to the lives of our audiences, participants and artists. This commitment requires the whole team to be engaging with all stakeholders on a regular basis to enable a relevant and responsive programme and engage with artistic work across the region. We are keen to ensure a broad range of public access points are provided throughout our work. All team members are advocates for Lancaster Arts and how the arts and higher education can work together seamlessly for the benefit of society and the values that working in the arts brings to other disciplines, public services and civic agendas. Although roles in the organisation fall into primary functions such as administrative, managerial, operational and artistic, all members of the team integrate all of these aspects into each specific role, bringing initiative, leadership and creativity into the ways we work together.</p>	
<p><b>PURPOSE OF POST</b></p> <p>The Operations and Planning Manager is responsible for ensuring that the operational capability of Lancaster Arts(LA) is of the highest calibre and reflects the ambitions and targets for the Lancaster Arts Strategic Plan. The post will contribute to the Senior Leadership Team with oversight of financial and administrative management.</p>	

## **MAJOR DUTIES**

### ***With the Senior Leadership Team***

- To contribute to the Senior Leadership Team to ensure the creation, support and presentation of art of the highest calibre which increases the scope, efficiency and delivery of public, student and stakeholder creative experiences and aligns with our commitment to Arts Council England as a National Portfolio Organisation.
- To provide support for the Director and Senior Leadership Team in the efficient and effective management and administration of Lancaster Arts, providing advice and guidance on administrative and operational matters.
- To contribute to the Senior Leadership Team in forward planning, problem solving and the setting of annual targets for income and expenditure.
- To support the Senior Leadership Team with the preparation of reports for Arts Council England and governance at Lancaster University.
- As a member of the Senior Leadership Team, to support the delivery of the Lancaster Arts Strategic Plan, monitoring against key performance indicators and meeting operational and financial targets in the plan.
- To deputise as part of the Senior Leadership team for the Director, when necessary.

### ***Financial and Administrative***

- To oversee and ensure compliance at all administrative levels, with oversight on contracting and remuneration (for all staff within Lancaster Arts including artists, freelancers and temporary staff).
- To ensure robust financial management through budget oversight, e.g. the monitoring of box office targets and individual budgets held within specific remits such as Communications or Season presentations and work closely with the relevant Finance teams at Lancaster University.
- To support the development of a fundraising strategy for the activities of LA that aligns with the Strategic Plan, working with the Director of Lancaster Arts, the Lancaster Arts team and the University's Development team.
- To identify and analyse income sources and individual giving opportunities
- To work with specialist software eg University software (Agresso) and Lancaster Arts planning software i.e. Yesplan
- To ensure LA policies are updated regularly and aligned with Strategic Plan objectives and aspirations (eg Equality, Diversity and Inclusion, Environmental and Health and Safety plans).
- To implement and maintain robust Risk Management processes.
- To be responsible for appropriate staff support, training and development for operational staff.
- To liaise with internal operational departments of Lancaster University (eg Facilities, Conferencing) and develop and maintain external strategic relationships, as appropriate

### ***General***

- Be a champion for Arts Council England's Creative Case for Diversity, assisting in the implementation of appropriate policies and processes to ensure that LA is employing best practice through a proactive approach to equality, diversity and inclusion.
- To support the Director and work autonomously in sourcing new local and regional civic and community relationships as well as nurturing existing ones (eg Local Authority).
- Engage/ see/ participate in a broad selection of Lancaster Arts programming every season (ticketed shows, commissions, etc) as part of general team support.
- Willingness to undertake some out of hours work during weekends and evenings.
- Undertake any professional development or other duties commensurate with the grade and as reasonably requested by the Director/ Senior Leadership Team.