



Application for position of Creative Enterprise Officer

Please find attached:

1. About Manchester Craft and Design
2. Job description & person specification

We are looking for a committed, energetic, down-to-earth person who is passionate about craft and design and feels comfortable working in a busy, creative environment.

You might not have all the skills and experience we've listed on the Job Description: we expect that the successful candidate will want to learn and develop in the role.

If you would like to be considered for this exciting opportunity, please submit your application form by **10am on Tuesday 3rd April**.

PLEASE SEND YOUR APPLICATION FORM WITH 'CREATIVE ENTERPRISE OFFICER APPLICATION' IN THE SUBJECT LINE TO: director@craftanddesign.com

If you have any queries please contact Kate Day (Director) on the email address above or 0161 832 4274.

Please note that late applications will not be considered.

If we have not contacted you by Friday 13th April we thank you for your application, but are sorry you have not been selected for interview on this occasion.

Interviews will be held on Thursday 19th April (to be confirmed). If you have any special access requirements please let us know.

Thank you for your interest in Manchester Craft and Design Centre.

ABOUT MANCHESTER CRAFT & DESIGN

Manchester Craft & Design (MCAD) is a charity responsible for managing Manchester Craft & Design Centre (MCDC). MCAD provides studio / retail accommodation for contemporary craftspeople and designers, organises a high quality exhibitions and events programme and hosts a café. The Centre is open to the public 6 days per week.

MCDC is located in a Victorian fish and poultry market building in the Northern Quarter of Manchester, at the heart of an innovative creative community. The building is owned by Manchester City Council and has been in operation as a craft centre since 1982.

MCAD is about to embark on a new stage of development, and has secured funding through Arts Council England's National Portfolio for 2018-22. This supports our exhibitions and events programme to develop new and existing audiences for craft and design, and initiatives to ensure the continued sustainability of the Centre. During the next stage of MCAD's development we aim to raise funds to refurbish our historic building, and introduce new opportunities to support our resident makers and wider artists networks. The Creative Enterprise Officer is one of two new staff posts we're introducing in spring 2018.

Our Mission

Our mission is to be an unforgettable place to make, see and buy contemporary craft and design in the North West.

Our Activities

- Providing affordable studio and retail space, to support the growth of successful and sustainable creative businesses.
- Developing new talent by welcoming visits from education groups, offering sales and exhibition opportunities, and providing professional development services for MCAD tenants and regional artists.
- Creating opportunities for diverse audiences to engage with and purchase contemporary craft and design.
- Building the strength of the creative economies and cultural infrastructure of Greater Manchester and the North West.

About the Centre

Manchester Craft and Design Centre is a unique organisation comprising of 19 retail/studio spaces which house 30+ designer-makers. We also host a cafe and a regularly changing programme of exhibitions of work from high quality designer-makers.

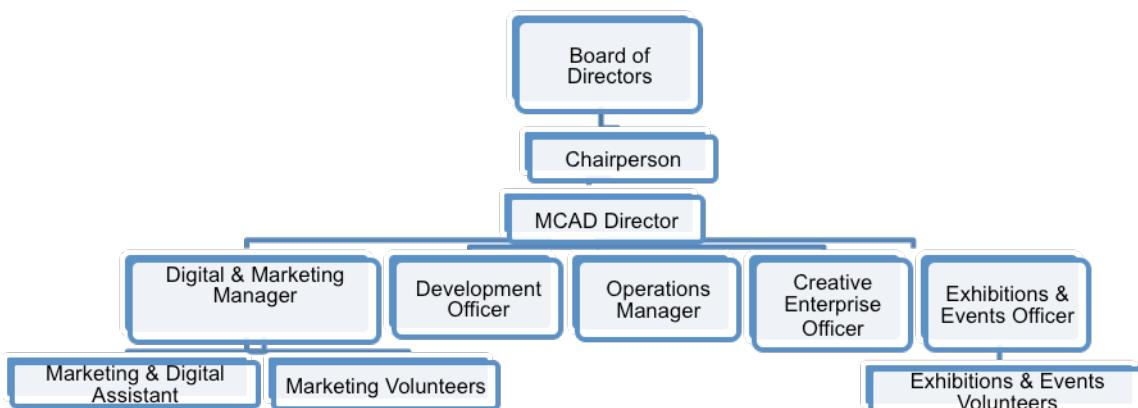
MCDC is one of the few places in the UK open to the public where designer-makers can produce and sell their work on the premises, and welcomes around 110,000 visitors per year. Our exhibitions and events programme complements the range of work on offer, and widens public engagement and participation in contemporary craft and design.

We recognise that these are challenging times for small creative businesses, and are working on a number of initiatives to provide opportunities for our tenants and regional makers, including online sales opportunities, professional development events, and by working with partners such as Manchester Metropolitan University. We believe that by helping to grow talent in Manchester and the North West, MCAD can contribute towards the region being a great place to make, see and buy excellent art.

About the company

MCAD is run by a management team, guided by a voluntary Board of Directors. Our small and busy staff team work closely and flexibly to deliver our ambitious plans. Since being granted charitable status in 2017, we have established a trading arm (MCAD Enterprises Ltd) which oversees the commercial aspects of the organisation. Working at MCAD is a fantastic opportunity to develop a wide range of experience and skills, ranging from marketing and fundraising, to teamwork and communication skills.

Staff Structure



What our Patron says about us

“Years ago I’d sit and scribble in the café, or wander around the shops watching people work. It’s one of those warm personal destinations that I’ll meet friends from out of town in and if you like to give personal gifts then there is nowhere better in the North West. I’m very proud to be a patron”

Guy Garvey, Elbow Lead Singer and MCAD Patron

What our resident makers say about us

“As a resident maker at Manchester Craft & Design Centre I feel very fortunate to have had the opportunity to base my business here almost from the start. To help another maker, in however small a way, gives me personal satisfaction, to feel that I may have helped someone else begin to achieve their potential, see a small business thriving, take part in a brilliant initiative & make new friends.” Andrea Lord, &made

What our visitors say about us

“I was very impressed by a recent visit to the Manchester Craft & Design Centre in the heart of our thriving Northern Quarter. It’s a great mixture of enterprise and quality artistic products. On top of that everyone I met there had such a positive attitude to their work, as well as to the Centre itself and the community it’s based in.”

Niall Power via LinkedIn, July 2017



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Creative Enterprise Officer Job Description

Position	Creative Enterprise Officer
Salary	£24,000 pro rata (3 days a week)
Responsible to	Director
Employer	Manchester Craft & Design (MCAD)
Duration (extension)	Fixed Term Contract until 31 st March 2019 (with possibility of extension)

Purpose of the post

The Creative Enterprise Officer is a vital new role in MCAD's team, and our first ever specialist business support post. The post-holder will be responsible for researching and implementing early-career support in our studios, developing opportunities for our resident makers and wider network of craft/design practitioners, and developing resources to encourage creative career pathways for young people. This post is integral to MCAD's new business plan for 2018-22 and will deliver significant outcomes for designer makers, increasing artists' resilience and strengthening the North West craft sector.

Key responsibilities

- Research models of craft enterprise progression, develop and implement a new incubator model for MCAD's studios with agreed targets.
- Introduce a cycle of early-career mentoring, mid-career development and annual business review to support MCAD's studio holders to grow successful businesses.
- Working with the Development Officer, develop funding applications to trusts & foundations to support the introduction of a start-up studio.
- Support MCAD's businesses to scale up through signposting to external initiatives e.g. access to finance, grants, residencies, apprenticeships and employment advice.
- Research and instigate initiatives for increasing MCAD's sales/commission revenues.
- Cultivate MCAD's role as a regional talent and information hub for craft and design, by widening our network of North West creative practitioners.
- With the Exhibitions & Events Officer, plan and deliver MCAD's Creative Business Development (CBD) seminar programme, Maker Meet Up networking events and accompanying digital content.
- Co-ordinate studio recruitment and work placements, and introduce new studio volunteer programme.
- Build relationships with school, college and university contacts to grow MCAD's offer for 16-25 year olds, including skills-based teacher CPD training and school workshop packages.
- Plan and manage budgets and financial reporting to ensure grant funding is correctly managed and accounted.
- Monitor outcomes and produce funders' reports ensuring all funding requirements are met.
- Work with existing partners and networks, and build new partnerships as appropriate.
- Nurture stakeholder relationships, playing a key advocacy role with external organisations and contacts.

General duties

- Liaise with stakeholders, including funders, customers, resident makers, staff and board members.
- Attend relevant meetings and events and actively raise the profile of MCAD.
- Utilise and support volunteers where appropriate to the task.
- Assist with general duties as and when required.
- Key holder responsibilities for the Centre premises.

PERSON SPECIFICATION

Essential

- Demonstrable experience of the craft and design sector, and understanding of the variety of business models operating within it.
- Knowledge and understanding of the challenges and opportunities for small creative enterprises.
- Event management experience.
- Awareness of talent development networks and training frameworks.
- Understanding of school / college / university sectors and the challenges facing creative education.
- Excellent communication, networking and presentation skills.
- A proactive and entrepreneurial approach towards income generation.
- Good I.T. skills.
- High level of numeracy, analytical and report writing skills.
- Resourcefulness, a creative approach to working with limited resources.

Desirable

- Experience of running your own creative business, preferably in the craft/design sector.
- Experience of delivering training events for creative micro businesses.
- Experience of delivering individual business support / coaching / mentoring.
- Fundraising experience, in particular trusts and foundations and / or public funding.
- Experience of developing digital resources.

All MCAD staff members are expected to demonstrate:

- Ability to work as part of a team and work under pressure.
- Open commitment to the principles of equal opportunities and the creative case for diversity.
- Strong organisational skills, ability to plan and prioritise work and fulfil administrative duties.
- A flexible approach to working hours including an ability to work outside office hours, including some evening work, weekend work and travel off site.
- Ability to identify and implement innovative solutions to problems.
- Tact and diplomacy in all interpersonal relationships with both users of the building and external agencies and contacts.
- Work in accordance with relevant legislation such as Safeguarding, Data Protection and the Health and Safety at Work Act.

Please note:

The successful applicant will be required to undertake an enhanced DBS check to carry out this role.