

INSTITUTE OF CONTEMPORARY ARTS (ICA): JOB DESCRIPTION

Job Title:	Artistic Director
Reporting to:	ICA Board of Trustees & Chair (Wolfgang Tillmans)
Contract:	Permanent, Full Time, London based
Responsible for:	Programming & Management of the organisation

INSTITUTE OF CONTEMPORARY ARTS

The ICA was founded in the immediate aftermath of the Second World War – and since its very first exhibition, *40 Years of Modern Art 1907–1947*, it has held the firm belief that culture must speak to the most pressing issues facing society today.

In the 1950s, the ICA critically reflected consumer culture and became the birthplace of pop art. In the 1960 and '70s, it was a platform for critical debates on feminism and gay rights. In the 1980s and '90s, it was the home of, among others, Black British arts and post-colonial debate. And in the first two decades of this century, it has continued to innovate and experiment across the arts and contemporary thought.

In 2021, the ICA continues to operate at the sharpest edges of contemporary culture, working across film, artists' moving image, the visual arts, theatre, performance, literature, architecture and design in both the physical and digital realms. At the ICA, each artform speaks in equal parts to some of the most pressing issues that society faces today, issues that underpin all our programmes: racial justice and social justice, technology and democracy, the urban environment and the climate crisis, and much more.

Cinema 3, our newly innovated digital platform, is delivering this programme to more national and international audiences than ever before – and will be further developed and enhanced in the coming year.

As a registered Charity and Arts Council England National Portfolio Organisation, our visitorship remains among the youngest of any major British arts institution, with some 55% aged 16-34 – and we are committed to simultaneously drawing one of the most diverse audiences in the country, across race, gender, sexuality and economic background. Our business model is multifaceted; the ICA receives 21% core funding from Arts Council England, and earns and raises 79% of its annual £4m budget through commercial and fundraising activities.

In 2019, the last full year of our operations before the COVID-19 pandemic, we worked with 105 artists, 60 academics, 51 musicians, 67 writers, 19 curators, 14 activists, 14 collectives, 7 sound artists and 31 arts and education partners – and welcomed more than 350,000 visitors and participants.

However, the pandemic continues to reshape our world and the role played by culture within it, the forthcoming financial year will be a monumental moment for the ICA. This search for new artistic leadership (due to conclude at the end of 2021), we will celebrate our 75th anniversary in 2022 with a series of major programmes and events.

THE ROLE

The Artistic Director will lead the organisation in all its programmatic aspects, managing a team of curators and working closely with the Board of Trustees and all departments of the ICA. We are looking for a candidate who values equally and embraces all the different strands of activity that this unique venue in the heart of London offers: Cinemas, Exhibition halls, Talks & Education, Live Music & Theatre, and a bar and restaurant, all with a late license.

You will be expected to create and upkeep a distinct programme that caters for specialist audiences, whilst aiming to broaden the ICA's reach as an essential hub for the arts and evening events in the heart of London.

In challenging times of reduced public funding and post-pandemic uncertainties you will work together with the Heads of Department to develop a sustainable business model that safeguards the ICA for generations to come. Your term will begin in the year of our 75th anniversary, a great opportunity to capitalise on brand ICA and to strengthen the position and visibility of the organisation. As the lead Creative, this role collaborates with the curatorial team to deliver a programme that captures the artistic and cultural moment, and identifies and delivers on trends in the contemporary arts alongside significant cultural developments that will continue the extraordinary legacy of the ICA. Long-term planning is key to the success of this role.

The Artistic Director will take a long-term strategic approach to the ICA's vision, mission and forward planning, working closely with the Heads of Department and the Board to match the programme and organisational aspirations to our financial strategy.

You will act as the principal advocate (regionally, nationally and internationally) liaising with leading figures and opinion formers in the arts, and representing the ICA to the press, patrons, media, artists, audiences and cultural stakeholders.

In your role you will work with the Board and Heads of Department to articulate and implement the ICA's Development strategy and ensure that realistic plans are in place to meet an ambitious vision. The ICA premises and facilities located on The Mall are much loved and are an invaluable asset. Inspired by your vision, all parts of the organisation will be revitalised and their maximum potential exploited.

We are looking for candidates who have shown proven curatorial and programming leadership with a strong network of international artistic relationships. You should have key experience of gaining funding from a variety of stakeholders and accountability to a variety of occasionally conflicting agendas; a varied and resourceful network of Development contacts with proven experience of sustained fundraising and financial negotiations. As a leader of 64 staff you will have a proven record of extensive team management and human resource experience operating within a tight financial scenario alongside annual budgeted targets.

The unique position of the ICA as the pre-eminent focal point of current cultural developments in London and the UK requires you to have a deep understanding of – and commitment to – the city and cultural context you will be working in. The position is full time and comes with benefits and a travel budget to enable you to research as well as represent the ICA on the international stage.

PRINCIPAL DUTIES, TASKS AND RESPONSIBILITIES

The Artistic Director's four key responsibilities are to:

- Set the artistic vision for the organisation and provide artistic leadership.
- Oversee all aspects of the artistic programme and advocate for it externally.
- Work closely with the Heads of Department and Board to set the strategic direction and to ensure the ICA operates as a sustainable and successful organisation.
- Work closely with the Heads of Department and Board to create and lead an organisational culture that is inclusive, collaborative, safe and supportive; as well as artistically bold and ambitious.

Leadership and Strategic Vision

- Take a long-term, strategic approach to the ICA's artistic purpose and forward planning, work closely with the Heads of Department and Board to match programme and organisational aspirations to the financial strategy.
- Act as a principal advocate (regionally, nationally and internationally) liaising with leading figures and opinion formers in the arts, and representing the ICA to the press, media, artists, audiences and cultural stakeholders.
- Advocate for and implement the ICA's fundraising strategy and ensure that realistic plans are in place to meet an ambitious vision.
- Develop a programmatic strategy to continue to attract audiences to activate the ICA's unique venue and remarkable range of facilities: celebrating visual art, cinema, theatre & live music, restaurant/bar, books/publishing, digital, editions and merchandising, to ensure revenue streams are consistent and productive.
- Work with the Heads of Department and Board to set the long-term Business Plan for the organisation, realising Arts Council England's *Let's Create* strategy.
- Lead on the ICA's anti-racism and equity work with our external partner and internal leaders, placing anti-racism and equity at the forefront of all decisions.

Artistic Programming

- Lead and develop an artistic programme that is innovative and distinct within the cultural landscape of London, the UK and internationally whilst being mindful of the ICA's heritage, legacy and radical institutional profile.
- Lead and develop the creation and delivery of the artistic programme that prioritises relevance and appeal to core and new audiences, allowing for continued aspirations for growth in representation and increased attendance.
- Ensure an environment where innovation can flourish, embracing exciting new culturally relevant initiatives, whilst enabling partnerships and operating within financial, strategic and operational parameters.
- Develop an artistic programme and audiences that are true representations of our city and our country today by supporting Black, Brown and Asian people, women, LGBTQI+ and people with (dis)abilities, as well as those from disenfranchised

socioeconomic backgrounds, disadvantaged and underrepresented communities, to participate and provide opportunities to be part of our work.

- Engage young people (18+) to engage with the ICA's programme, including developing programmes with and for our local audiences.
- Report to the Board's Programmatic Committee on proposed future programme, stating the aims creatively and financially for the ICA.

Advocacy

- Ensure that the ICA's artistic policy and programme is effectively communicated to the Board, staff, funders, artists, press, audiences and other stakeholders.
- Actively raise the ICA's profile, acting as the main artistic voice of the organisation.

Fundraising & Commercial Activities

- Ensure the ambitious fundraising targets from trusts and individuals are met, engaging directly with donors.
- Ensure that the relationships with our principal funders, Arts Council England, remain strong and productive.
- Maximise commercial opportunities for the ICA's artistic work, internationally, on tour or digital platforms.
- Develop a wish list of artists for the Head of Editions & Merchandising to work with on product collaborations.
- Lead fundraising on any potential future Capital Project.

Organisational Governance

- Line management responsibility for Heads of Department across the organisation.
- Meet the annual programming budget, as approved by the Board.
- Ensure that all activities adhere to the ICA's governance documents and oversee their implementation in line with relevant legislation.
- Work with Heads of Department to ensure the ICA operates according to best practice and protocols, continuing a culture of interdepartmental working to maximise the visitor experience and artistic offer.
- Lead by example in exemplifying the values of the ICA and continually refining internal processes to ensure compliance with good governance.
- Ensure best practice is maintained in terms of current cultural practice and venue operations with the Director of Operations & Visitor Services.
- To work with KPIs agreed by the Board subject to quarterly review and assessment.
- To work with Heads of Department and the sub-committees of the Board (Programmatic, Marketing & Communications, Ethics, Finance) to ensure delivery of the creative strategy and good governance.

PERSON SPECIFICATION

Key Experience and Track Record

Essential:

- Strategic Management – Extensive senior experience working at an arts venue, in a public sector gallery or cultural space in the UK or internationally, curating and commissioning contemporary artistic programmes. Proven experience as an institutional leader with overall accountability, acumen, responsibility and advocacy of the entire breadth of matters affecting the Institute, from programme to visitor services, institutional style to audience reach, organisational design to earned income conversion.
- Artistic Vision and Expertise – Detailed and diverse knowledge of the field of contemporary art and culture with evidence of a wide appreciation for all art forms relevant to the ICA, and a track record of delivery of an ambitious and visionary programme.
- Development and Fundraising – Varied and resourceful network of Fundraising contacts with proven experience of sustained fundraising and financial negotiations. Experience of working with and gaining funding from a variety of stakeholders and accountability to a variety of occasionally conflicting agendas.
- Financial Management – An understanding of the business of running a multifunctional venue and the importance of clear strategic direction and meeting targets.
- Anti-Racism, Diversity & Inclusiveness – Ability to demonstrate a successful track record in embracing anti-racism, inclusion and diversity across all aspects of cultural work: programme, audience, employment and across all organisational output.
- Environmental Social Governance – Ability and commitment to engage and develop the environmental social governance policy and ethos of the ICA.
- Cultural Awareness – An understanding of the cultural and social context in which the ICA operates now and in which it has operated in Britain and internationally over the last 70 years.
- London & UK Knowledge – Possess a deep understanding of and commitment to London and the UK's social, economic and cultural context – as a current or previous resident.
- Understanding Relevant Legislation – Demonstrates knowledge and practical experience of relevant requirements and responsibilities associated with that of a Charity and Government-funded organisation.
- Team Management – Proven team management experience.
- Fair and Consistent – A leader who collaboratively creates a sense of common purpose and shows integrity, care, fairness and consistency in approach.

TERMS & CONDITIONS

Salary: Competitive salary to be negotiated

Term of Office: 4 years, subject to contract

Contract: Permanent, full-time 40 hours per week. It is essential that the Artistic Director has a regular and frequent presence within the venue. Core hours are 10am-6pm, Monday to Friday. The post-holder will be expected to fulfil the hours required to do the job, including evening and weekend work.

Holiday: 25 days holiday pro rata during each full holiday year. In addition you are entitled to all Public Holidays in England.

Pension: The ICA will auto-enrol its eligible staff into a designated stakeholder pension scheme.

You are entitled to make personal pension contributions to the ICA's designated stakeholder pension scheme. The ICA will deduct any contribution scheme directly from your salary, if requested to do so by you.

Other Benefits Include: Travel allowance: subject to contract.

Notice Period: 6 months (4 weeks during probation)

Probationary Period: 6 months

HOW TO APPLY

To apply for the post please: Send your CV together with a letter of application (no longer than two sides of A4) explaining what attracts you to the role, together with evidence of your ability to meet the criteria outlined in the Job Description and Person Specification.

Complete an [equal opportunities monitoring form](#).

Send all four documents by email to chair@ica.art.

The equal opportunities monitoring form will not be shared with anyone involved in assessing your application.

The deadline for receipt of completed applications is: 31 October 2021

We look forward to receiving your application.