



CANDIDATE INFORMATION PACK

ARTISTIC DIRECTOR-CHIEF EXECUTIVE

BEAT CARNIVAL

Dear Applicant

Thank you for your interest in the post of
Artistic Director-Chief Executive

This candidate information pack includes the following documents which you should refer to when completing your application:

- Beat Carnival company description
- A new leadership team: 2025 succession
- Job Description and Person Specification
- Guidance notes on completing and submitting your application form
- Application deadline information
- Organisation Structure chart

The Application Form

A summary of Beat Carnival Strategy 2023-2027
and the required Equal Opportunities monitoring and Criminal
Convictions disclosure forms

are available to download at www.beatcarnival.com

For informal queries, please contact info@beatcarnival.com

We look forward to receiving your application.

BEAT CARNIVAL

BEAT CARNIVAL COMPANY

Beat Carnival is a full-time, producing, Carnival Arts organisation, established in Belfast in 1993. Beat creates carnival arts, organises and produces performances, trains and develops artists and encourages community participation and ambition. Operating from Beat Carnival Centre, the company delivers many hundreds of free workshops and training programmes with thousands of individuals each year. Activities range from drumming to costume design, dance to puppetry, neighbourhood celebrations to large-scale outdoor events. In this way Beat helps develop creative skills, for all abilities, with participants as young as four to over seventy years. Beat Carnival is committed to supporting artists and improving quality of life in communities and the carnival sector.

A NEW COMPANY LEADERSHIP TEAM, 2025 SUCCESSION

Building for the future

The Founder-Director of Beat Carnival is scheduled to retire in mid-2025, along with the Operations Manager. The company is currently managing a transition project to ensure the organisation's long-term stability and success. A critical outcome of this initiative is the establishment of a new senior leadership team as the current Director/CEO and Operations/Finance Manager step down. The transition programme is designed to support the staff during this leadership change, including providing an overlap period of up to three months between the retiring and incoming leaders in 2025.

The evaluation of staffing roles required for Beat's long-term objectives will proceed once the new team is established, allowing the incoming Artistic Director-Chief Executive to participate in the process. New leadership will continue to explore development opportunities and business models. The new Director will review Beat's strategic goals through 2030 by evaluating current operations and activity portfolios, prioritizing desired outputs and outcomes, and assessing the business model to develop new components.

As the organisation evolves, its role within Northern Ireland's arts and community infrastructure will become well-defined and clearly understood by both staff and stakeholders. The leadership of Beat Carnival will secure the necessary resources for sustainable operations through an ongoing strategic process, bolstered by annual revenue and an ambition for growth.

JOB DESCRIPTION

Job Title	Artistic Director-Chief Executive
Responsible to	Board of Trustees
Responsible for	See Structure [chart appended to this pack]
Job Purpose	Lead, manage and develop Beat Carnival as Northern Ireland's leading Carnival Arts company. The Artistic Director serves as CEO, responsible for creative vision, delivering strategy, operational planning, artistic programme, management and financial stability.
Salary	In the band £43,000 to £47,000
Hours	37.5 hours per week. Additional hours worked given in TOIL. The postholder will be expected to work such reasonable hours as the post demands.
Leave	25 days plus 11 statutory
Location	Beat Carnival Centre, Belfast
Probation	period is usually 6 months

Main Duties

Artistic Direction

- Direct Beat Carnival's artistic identity and work, implementing the company's creative vision, mission, values and ambitions.
- Proactively propose, initiate, produce and direct new projects, productions and public arts events that fulfil Beat Carnival's purpose.
- Direct and oversee arts participation, training and production that promotes social benefit, artistic quality and develops carnival arts skills.
- Direct and develop Beat Carnival Centre as a centre of community and carnival arts excellence, connected locally and internationally.

Strategic Planning

- Develop and implement strategic policy and plans with the Board and the staff team.
- Account to the Board for full strategic and operational management of the company.

Leadership and Management

- Effectively lead the organisation's business, values and culture and inspire beneficiaries and stakeholders.

- Oversee annual workplans, management of service requirements and contracts.
- Encourage artform innovation, ensuring staff and artist development.
- Take initiative to foster and cultivate an inclusive culture.

Governance

- Ensure fit-for-purpose governance process and practices, managing risk and complying with legislative requirements.
- Report to the Board and act as Company Secretary for the Board if requested.

Financial Oversight

- Ensure financial stability, overseeing fundraising strategy and management.
- Negotiate with funding bodies.
- Ensure financial controls and reporting systems.

External Relationships

- Support and develop the Carnival community in Northern Ireland.
- Build partnerships at regional, national and international level.
- Serve as public representative for Beat Carnival.

Other Duties

- Represent and promote Beat Carnival at all levels.
- Participate in training and staff development.
- Adhere to organisational policies.
- Perform other duties consistent with the nature and level of the post, as required.

This Job Description is a general outline that may change. It is not intended to be restrictive or definitive. A reserve list may be compiled should a similar role arise within the next 12 months.

PERSON SPECIFICATION

These criteria are essential unless described as desirable.

Leadership and Vision

- Inspirational Leadership.
 - Essential: Minimum 5 years in a leadership and project management role, 3 years in a Director/CEO (or similar) role.
 - Desirable: 5 years' experience in leading a diverse team in an arts or creative organisation.
- Strategic Vision.
 - Essential: Proven ability to develop and implement strategic plans.
 - Desirable: Devising and delivering artistic vision and strategic planning process within an arts/creative organisation.
- Collaborative and Inclusive Culture.
 - Essential: Demonstrated commitment to fostering an inclusive work environment in a collaborative team to deliver our vision and strategic aims.
 - Desirable: A proven track record of developing and maintaining an effective professional and creative network.

Experience and Knowledge

- Relevant Qualifications for the role are desirable.
- Arts Organisation Expertise.
 - Essential: Proven, effective leadership and project management within the creative sector. A strong understanding and experience of working in arts and or cultural events.
 - Desirable: Knowledge of carnival arts and/or social enterprise sectors.
- Financial Acumen.
 - Essential: Minimum 5 years' track record of securing funding, writing grant proposals and managing budgets.
 - Desirable: 5 years' experience of being responsible for the financial sustainability of an arts/cultural organisation.
- Digital literacy appropriate to the duties of the role.

Person and Focus

- Artistic Values: delivering high quality work with honesty, integrity and joy.
- Passionate Advocate: genuine enthusiasm for and commitment to carnival arts.

- Community Focus: commitment to engaging with and promoting cultural participation for all.

Governance and Compliance

- Governance Expertise.
 - Essential: experience in reporting to boards and managing risk.
 - Desirable: Experience of developing and overseeing the governance within an arts/creative organisation.
- Legislative Compliance:
 - Essential: knowledge of relevant legislative requirements.

Additional Attributes

- Creativity: A creative and innovative mindset with a passion for the arts.
- Communication.
 - Essential: Strong verbal and written skills, excellent stakeholder communication.
 - Desirable: Experience of acting as the public face of an arts/creative organisation.
- Adaptability: ability to lead through change and continuous improvement.

Benefits

- Workplace Pension, employer contributes 5%.
- Opportunity to make a significant impact in the community.
- Collaborative and supportive work environment.
- Professional development opportunities.
- City centre location. Parking available at premises.

Conditions of Employment

- Right to work in the UK.
- Two satisfactory references, one being from the most recent employer.
- Beat Carnival will submit an Enhanced Access NI check.
- Ability to work flexible hours and travel as required.
- Have a full current driving licence and access to a vehicle for the purposes of work. This criterion will be waived in the case of a suitable applicant who has a disability, which prohibits them from driving but who is able to organise suitable alternative arrangements to meet the requirements of the post in full.

Guidance notes on completing your application form

- Please apply with the Application Form.
- Please ensure that you provide the necessary information to determine how you meet the requirements of the role and short-listing criteria. Ensure that ALL relevant information is included in your application.
- You should ensure that you provide evidence of your experience, giving length of experience, examples and dates.
- It is not sufficient to simply list your duties and responsibilities or to simply state that you possess the criteria as this must be fully demonstrated in response. Beat Carnival will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained.
- Write down clearly your personal involvement in any experience you quote. It is how you carried out a piece of work that the panel will be interested in. The examples you provide should be concise and relevant to the job role and criteria. The examples you provide may be checked out at interview and you may need to be prepared to talk about these in detail if you are invited to interview. It is your unique role the panel are interested in, not that of your team or division.
- If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.
- Only the details provided by you in your application (eg your employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining your eligibility for the post.
- We look forward to receiving applications from passionate, focused, and motivational leaders who are eager to make a difference in the world of carnival arts and beyond.

Interview Process

The interview will include a short, prepared presentation, an informal discussion and an interview. Successful candidates will have access to the interview requirements and questions prior to interview. If you require any additional support or adjustments, please reach out to us.

Monitoring and Criminal Convictions Disclosure

Please complete the Equal Opportunities Monitoring form and Criminal Convictions Disclosure Form, these forms will not be disclosed to anyone involved in short-listing your application.

ACCESS NI (Criminal Conviction Checks)

The successful applicant will be subject to an Enhanced Access NI check.

Disability

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on your ability to carry out normal day to day activities”.

If you consider yourself to have a disability relevant to the position for which you are applying, please contact RECRUITMENT at email: info@beatcarnival.com so that Beat Carnival can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post.

Equal Opportunities

Beat Carnival is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

Additional Information

Short-listing: Beat Carnival may decide to interview only those applicants who appear, from the information available, to be most suitable in terms of relevant experience and ability.

For informal inquiries about Beat Carnival and the leadership transition, please contact Beat Carnival's Director at: david@beatcarnival.com.

We welcome applications from dedicated individuals.

If you believe you do not meet all the criteria, we still encourage you to reach out and discuss further opportunities with us.

Application Deadline

The deadline for completed applications is
5pm Friday 7th February 2025.

We aim to interview successful candidates in the period of
18th-27th February.

Your completed application should be sent as
Electronic Application in digital form, emailed to: info@beatcarnival.com
with RECRUITMENT in subject title

Beat Carnival cannot accept incomplete applications; applications received after the closing deadline or applications in forms that are not the Application Form and monitoring forms in digital document format (such as Word or PDF file). Applicants should submit these document files as email attachments.

Contact Details

If you have any queries regarding the recruitment process, please contact:
by e-mail info@beatcarnival.com or telephone 028 90434767.

All applications will be forwarded to Beat Carnival's Transition Consultant for processing. The **Equal Opportunities Monitoring form** and **Criminal Convictions Disclosure Form** will be retained in a private folder at Beat Carnival. The purpose of not sending disclosure documents directly to our recruitment support consultant is so that these forms will not be disclosed to anyone involved in short-listing your application.

BEAT CARNIVAL

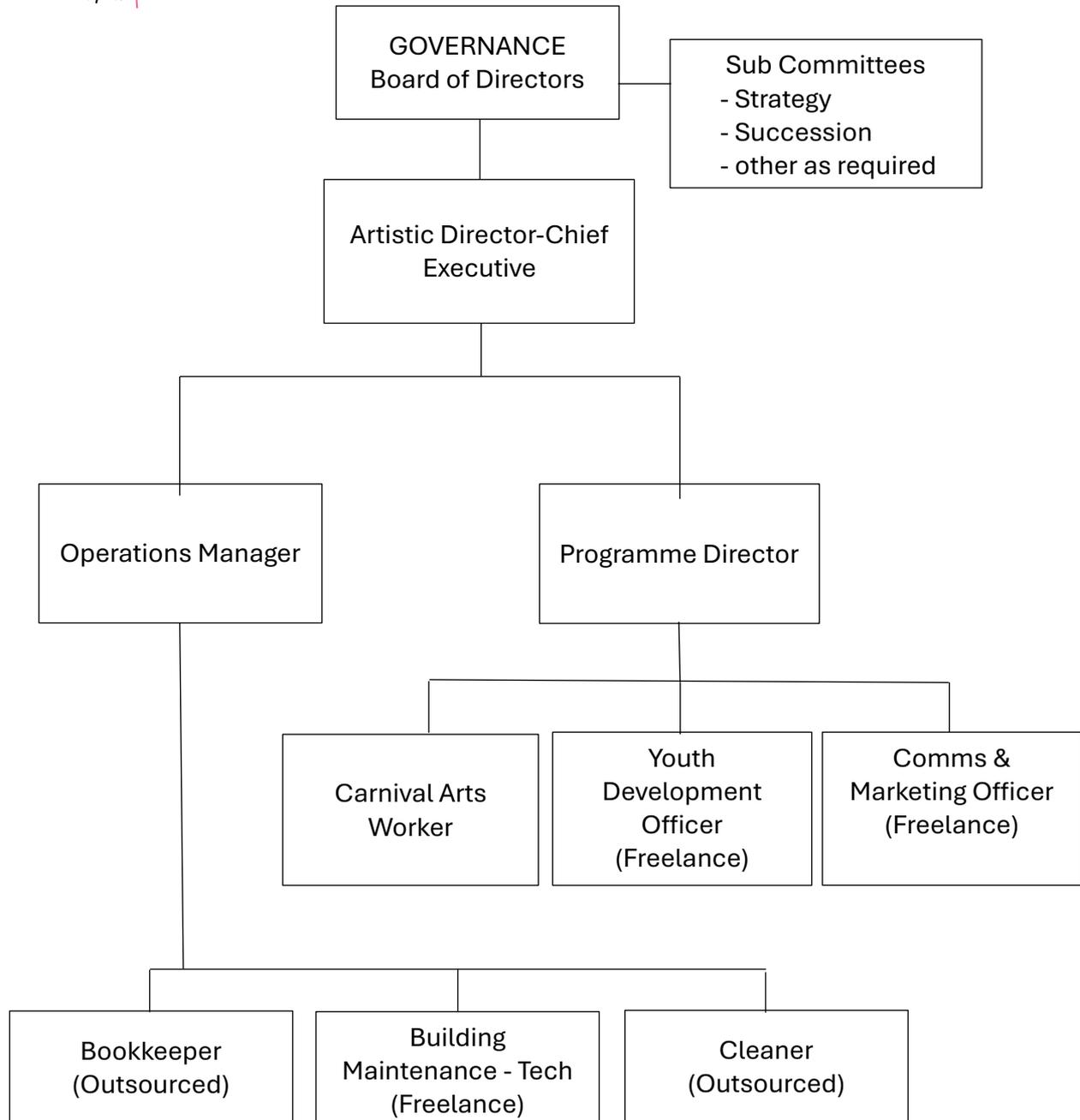
Beat Carnival Centre 11-47 Boyd Street Belfast BT13 2GU

E: info@beatcarnival.com Tel: 02890 434767

www.beatcarnival.com



BEAT CARNIVAL 2025 ORGANISATION CHART



Programmes and events are resourced from Beat's pool of freelance artists

Beat Trading Ltd is Beat's social enterprise subsidiary for commercial services and events