

Programmes and Operations Manager - The Big Draw

Salary: £30,000–£32,000 (depending on experience)

Location: Trinity Buoy Wharf, London, with occasional travel to events and meetings.

Hours: Full-time (37.5 hours per week). Open to discussion for part-time or flexible arrangements.

Reports to: Director

Application deadline: Sunday 23 February

We are seeking an enthusiastic and dedicated individual to oversee The Big Draw's creative and educational events programmes and ensure the smooth running of the charity and The Big Draw Festival's day-to-day operations.

Overview:

Here at The Big Draw, we believe in the power of creativity. Originally founded in 2000 by the Guild of St George, the charity has spent the last 25 years championing the vital importance of drawing as a tool for wellbeing, thought, creativity, and social and cultural engagement. With educational policies increasingly devaluing the role of creative subjects and careers in our society and economy, The Big Draw strives to ensure access for all to creative events, training, and resources.

We are the founder and driving force behind The Big Draw Festival, which every year sees organisations big and small from all different sectors across the world taking part and running events that show the world how transformative drawing can be. The Big Draw also manages research projects, runs educational conferences, and supports artists through awards like The John Ruskin Prize.

As we enter our 25th anniversary year, we are looking for a dynamic and organised Programmes and Operations Manager to lead The Big Draw's educational and creative events programmes while managing the charity and Festival's day-to-day operations. A key part of this role will be supporting Big Draw Festival organisers, helping them plan their events, advising on best practices for running and marketing their events, and working with The Big Draw team to produce resources to support their success.

The successful candidate for this role will be ambitious, enthusiastic, and a true team player. They will be adaptable, self-motivated, and comfortable collaborating in fast-paced and ever-changing environments.

This is an incredibly exciting time in The Big Draw's history, and the successful candidate will play a key role in shaping the charity and The Big Draw Festival going forward.

Key Responsibilities:

- Programmes and Events:
 - Plan a year-round programme of creative and educational events, such as workshops, CPDs, and symposiums (virtual and in-person).
 - Develop an educational events programme to go alongside the Ruskin Prize.
 - Develop and manage the events budget.
 - Coordinate The Big Draw Festival, acting as the primary contact for organisers.
 - Provide guidance and advice to festival organisers on planning, marketing, and running successful events.
 - Develop and maintain partnerships with schools, artists, and community groups.
 - Assist with the production and development of educational materials and resources, including toolkits, guides, and other materials to support Big Draw Festival organisers.

- Operations:
 - Oversee the charity's operational functions, including Big Draw Festival subscriptions and logistics.
 - Support the Director with fundraising initiatives, grant applications, and reporting.
 - Manage internal systems, ensuring efficiency and accessibility for team members and stakeholders.

- Team Coordination:
 - Liaise with artists, freelancers, and volunteers involved in specific projects.
 - Provide leadership and administrative support for partnerships and collaborations.

Person Specification:

- Skills and ability:
 - Strong project management and organisational skills to handle events and day-to-day operations.
 - Excellent communication and relationship-building skills to engage with artists, schools, and partners.
 - Ability to engage and support a diverse range of festival organisers, from schools to museums to grassroots groups.
 - Manage their own time, work independently, and prioritise a range of tasks with minimal supervision.
 - Capable of handling queries from multiple festival organisers and tailoring support to their needs.
 - Budget management and financial oversight to ensure cost-effective programme delivery.
 - Excellent project management skills with attention to detail.
 - Problem-solving and adaptability to work across diverse tasks and challenges.
 - Leadership and team coordination skills to manage freelancers or volunteers.
 - Able to work under pressure, multi-task, and set and meet strict deadlines.
 - Excellent communication and interpersonal skills, with the ability to write for a variety of audiences, demonstrating an innovative and creative approach.

- Knowledge and experience:
 - Proven track record in programme or event management, ideally in the arts, charity, or education sectors.
 - Experience managing budgets and operational processes.
 - Experience in developing partnerships or collaborations with external stakeholders.
 - Experience coordinating or delivering creative workshops or public-facing events.
 - Experience in developing funding applications with an ability to recognise the key information to include (preferred but not essential).
 - Familiarity with working in a small charity or nonprofit environment (preferred but not essential).

- Personal attributes:
 - Team player, working collaboratively as part of a small team, supporting each other and ensuring we work together to make the biggest impact possible.
 - Works with, manages, and supports others in an open and approachable manner.
 - A flexible and adaptable approach to work, with the ability to work under pressure, multi-task, and set and meet strict deadlines.
 - Can demonstrate a commitment to and enthusiasm for creativity and The Big Draw's ethos and mission.
 - Committed to working in an environment that values and celebrates diversity.

Application process:

To apply, please email the following to The Big Draw Director, Matilda Barratt, at matilda@thebigdraw.org:

- Your CV, including your past relevant work and project experience.
- A cover letter (maximum one side of A4) that highlights the points below:
 - Why are you interested in this role?
 - How do you meet the required skills, knowledge and experience for this role? (Please provide relevant examples to support your answer.)
 - What do you think you can bring to this role?

Application deadline: Sunday 23rd February, 2025

Interviews: Week commencing Monday 24th February

Start date: ASAP

If you would like this document in a different format, would like any support with the application process, or have any questions, please email matilda@thebigdraw.org, or call us on 0203 758 4118.

Please note: We may close applications early if we receive a high volume of submissions, so we encourage you to apply as soon as possible to avoid missing out.