

Job Description:	Artistic Director
Revision #:	2
Revised:	25 January 2019
Job Title:	Artistic Director
Company:	The Substation Limited 45 Armenian Street Singapore 179936
Job type:	Full time employee
Years of experience:	10+
Reporting to:	Board of Directors
Working with:	General Manager
Supervising:	Programming team
Also supervising:	All staff/management

Main duties:

The Artistic Director is responsible for stewardship of The Substation's mission. He/she is responsible for implementing the vision of The Substation, and is responsible for major decisions regarding the organisation's activities (in consultation with management and Board of Directors).

The Artistic Director should:

- Inspire the staff to do excellent work;
- Steward the artistic vision of The Substation and uphold its mission;
- In collaboration with programme staff and management, commission and oversee new projects and programmes which further the mission of The Substation;
- Oversee and maintain the quality of process (i.e. artist research and development) in The Substation's artistic activities;
- Work consultatively with programme staff, the General Manager and the arts community regarding the selection of artists, projects and programmes to be developed or showcased at The Substation;
- Be the 'face' of The Substation and represent, in a responsible and appropriate manner, the organisation to all its stakeholders, including the arts community, the general public, donors, sponsors, and the government.

Role & Responsibilities:

- Develop, implement, and evaluate The Substation's programmes and activities;
- Report to the Board of Directors on a regular basis;
- With the General Manager, hire, supervise and evaluate all full-time and part-time personnel, including any project-based programmers, curators, artists, filmmakers, performers, designers, technical and production personnel;
- With the General Manager and programme managers, develop the annual programme budget;
- With the General Manager, supervise overall management of the organisation, including the supervision of the organisation's policies, and the writing of such policy documents;

- Act as a spokesperson for The Substation via speaking engagements, public and social appearances, and at fundraising events and solicitations;
- Further develop The Substation's strong relations with the arts community by participating in community meetings and activities, as well as play a leadership role in such activities when appropriate;
- Provide relevant information to the appropriate personnel in relation to license and grant applications, marketing, strategic plans, operations, etc.;
- Oversee management of The Substation's archive and ensure proper documentation of new programmes and initiatives;
- The Artistic Director reports directly to the Board of Directors and works closely with the General Manager to ensure The Substation's effectiveness both as an 'organisation' and as Singapore's most significant independent contemporary arts centre.

Education & Training

- Bachelor's degree or equivalent vocational experience
- 10+ years experience in artistic practice, management and production

Working conditions:

- 5 days, 10 am – 7pm
- flexible working hours (time-off in lieu system)
- 1 hour lunchbreak

Compensation:

- Compensation/salary will be commensurate with the employee's experience
- A bonus payment system may be available subject to the Board's approval/decision

Benefits:

- Benefits include health insurance, AWS, allowance for shows, etc. For a complete list of benefits, please see Employee Handbook

Key Performance Indicators;

- Develop, present a 3-5 year strategic plan for The Substation (clearly articulating programme direction in relation to the vision and mission of The Substation)
- Set and execute clear objectives (artistic, community, education, intellectual, leadership and financial) and determine and measure indicators of success for individual activities and for the annual programme as a whole. Deliver reports at each board meeting on the fulfilment of objectives and indicates and discuss measures that ought to be taken in response.
- Successfully motivate staff, engage and inspire programming staff and encourage professional and organisational development

- Build and maintain relationships with a broad range of artists/arts leaders and arts educators across Singapore and the region, maintain a usable database of these contacts
- Develop good working relations with government funding and regulatory agencies
- Strong engagement with local media to profile The Substation to the public; and to promote, when possible, The Substation to the regional and international media
- Develop and maintain comprehensive & central accessible files for projects/programmes and artists with the Programme Managers