**CREATIVE FOLKESTONE SUB COMMITTEE MEMBER**

## APPLICATION PACK

Thank you for your interest in the role above.

Details of the background and context to this position can be found in this pack.

**How to apply**

Your completed application should include the following:

1. An application form.
2. A written or recorded statement giving reasons for wishing to take on this role.
3. Your up-to-date CV.

1. A brief covering letter.

Please email your completed application before the closing date to Lyn Maytum at: lynmaytum@creativefolkestone.org.uk

If you have any questions relating to this vacancy, please contact Lyn Maytum by email or phone 01303 760749 for an informal chat.

**Deadline**

Closing date for applications: **no deadline – applicants accepted on a rolling basis.**

**Interview process**

Interviews will be set up with Sub Committee Chairs following review of applications.

**ABOUT CREATIVE FOLKESTONE**

Creative Folkestone believes in the power of creativity to transform people, places and communities. We are passionate about this and believe it will inspire others to be curious and imagine a changed future. We will enable and collaborate with them to make this vision happen.

This will be fun but requires specialist knowledge; at times we will be radical and irreverent, but we will take on the challenges and risks our work demands.

Established in 2002, Creative Folkestone has a remarkable record of success having already transformed what was the most run-down part of Folkestone. A creative community of over six hundred people has been established in ninety restored buildings in the Creative Quarter. Quarterhouse, a performance venue for music, theatre, dance and comedy has been built and now has a programme that attracts a widely diverse audience from all over the area. The region has been animated by five internationally acclaimed visual art Triennials, the largest exhibition of newly commissioned art in the UK, the Folkestone Artworks, the UK’s largest display of contemporary art in an urban setting open 24 hours a day 365 days a year, a performance programme and an annual book festival, The Shape of Things to Come, uniquely dedicated to considering the future. The area is populated by artists and home to creative industries and a resource for higher education study and research; all this has created many hundreds of jobs.

The charity has recently added stewardship of Prospect Cottage, Derek Jarman’s home in Dungeness along with an artists’ residency programme, has written the vision, strategy and plan for the districts new garden town, Otterpool, and been instrumental in bringing the polluted old gasworks site in Ship Street back to public ownership as a housing development.

Creative Folkestone is driven by a smart and friendly workforce, led by a knowledgeable and dedicated voluntary board.

We have declared that **FOLKESTONE IS AN ART SCHOOL** and all our projects are underpinned by an inspirational learning and engagement programme that works with schools, community groups and the people of Folkestone across art-form, age and ability.

[www.creativefolkestone.org.uk](http://www.creativefolkestone.org.uk)

**CREATIVE FOLKESTONE SUB COMMITTEE**

**DESCRIPTION**

Creative Folkestone, the major arts organisation dedicated to transforming the creative life of the town and district, is seeking new members for its four Sub Committees. The main Board of the charity has set up these four Sub Committees to work with the staff team and advise the Board on the relevant areas that they cover. All main Board Trustees also sit on Sub Committees so if you are interested in joining the Sub Committee with a view to joining the main Board as a Trustee do please indicate your interest.

The four Sub Committees are:

* Visual Arts Sub Committee
* Performing Arts Sub Committee
* Creative Quarter Regeneration Sub Committee
* Management Sub Committee

The charity is seeking people with relevant experience in these areas who have a positive interest in the work of Creative Folkestone and the future of the town and district.

The experience being sought includes:

* Visual arts: curation, artwork care, historic house management, artist residencies.
* Performing Arts: music, dance, theatre, film, live streaming, family events, literature. Arts learning and community engagement. Visitor experience.
* Creative Quarter: property management, tenant and creative industry development, community engagement, physical placemaking.
* Management: accounts/audit, business development, HR.

Additional skills sought include:

* Marketing
* IT
* Income generation

The charity is interested in improving the diversity of its governance team and is particularly interested in applicants with protected characteristics or from under-represented socio-economic groups.

Sub Committees meet four times a year, but advice might be sought between meetings. Some attendance at events would be expected in order to understand the work of the committee fully.

The post is voluntary. It is an advisory position and has no formal legal, charitable obligations or responsibilities. A main Board position does carry all the legal responsibilities of a charity trustee. The Board also meets four times a year.

The deadline for applications is **23 September 2022**.

**CREATIVE FOLKESTONE SUB COMMITTEE**

**APPLICATION FORM**

**SECTION 1: APPLICANT DETAILS**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Mobile number:** |  |
| **Home telephone:** |  |
| **Email address:** |  |

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| --- |
| How did you hear about this role?  |
| What is your earliest availability to join the Sub Committee?  |

**SECTION 2: DECLARATION**

Please sign below to indicate that you are providing full and accurate information in your application, including this form, your covering letter, CV and any subsequent interview; and that furthermore you understand that withholding or misrepresenting relevant information may be grounds for dismissal.

Signature: Date:

|  |
| --- |
| (FOR OFFICE USE ONLY) DATE RECEIVED: DATE OF INITIAL RESPONSE: |

**SECTION 3:**

**WE’D LIKE YOU TO PROVIDE A PERSONAL STATEMENT ABOUT WHY YOU ARE INTERESTED IN THIS ROLE. PLEASE STATE WHICH SUB COMMITTEE YOU WOULD LIKE TO JOIN.**

**YOU ARE INVITED TO RESPOND EITHER IN WRITING USING NO MORE THAN 1000 WORDS OR WITH A 2 MINUTE VIDEO/SOUND FILE.**

**WHY DO YOU THINK YOU ARE SUITABLE TO SIT ON A CREATIVE FOLKESTONE SUB COMMITTEE AND WHAT SKILLS AND EXPERTISE WILL YOU BRING?**

**SECTION 4:**

Please provide details of two referees, one of whom is your current or most recent employer (or key client if freelance) and indicate at which stage you consent for these references to be taken up. If you are shortlisted for an interview we would like to take up as many references as possible before interview.

|  |  |
| --- | --- |
| **Name:**  | **Relationship to you:**  |
| Organisation: | Contact numbers: |
| Email address: | □ contact at any point□ contact on offer of first round interview□ contact on offer of second round interview |

|  |  |
| --- | --- |
| **Name:** | **Relationship to you:** |
| Organisation: | Contact numbers: |
| Email address: | □ contact at any point□ contact on offer of first round interview□ contact on offer of second round interview |

The next page of this application form is a diversity monitoring form. It is optional, and your completion or non-completion of the form, or any of its sections, will not have a bearing on your application.