

# David PARR

H O U S E



## Details of Job

<b>Title:</b>	Director
<b>Location:</b>	Flexibility but physical presence in the house each week is a necessity
<b>Salary:</b>	£40K per annum, 3 year fixed-term contract
<b>Reports to:</b>	Chair and Board of Trustees
<b>Hours of Work:</b>	Full Time

## Summary of Job:

Building on the achievement of restoring a unique hidden gem of the arts & crafts movement and opening it to the public, the David Parr House is looking for a Director to provide vision, creative thinking, leadership and management of a small, vibrant team of staff and over 40 active volunteers. The role is to take the charity forward to the next level and to develop a sustainable, innovative and engaging future.

## The background to the David Parr House CIO

The David Parr House CIO was set up in 2014 and opened to the public in May 2019 after undergoing a conservation program of work, funded by the National Lottery Heritage Fund (NLHF). During this time, the CIO acquired the property next door, converting it into a Visitors Centre with a flat above. It also secured a second grant from the NLHF (one of only 8 organisations to do so) in order to raise a £1M endowment for the house; a target that was reached in May 2020. The amount of revenue the organisation can make from footfall alone is limited due to a cap on visitors numbers based on its size and conservation constraints. For this reason, a variety of quality income streams is especially important for the organisation.

The house proved to be extremely popular with the public and was fully booked during its first year of operation. It was supported by a thriving and committed group of volunteers, one full time member of staff, and an active Board, and has attracted much attention from a wide variety of media including The World of Interiors, Radio 4, Apollo, Guardian, House and Garden, Vogue...

The house was once again fully booked for the 2020 season but due to COVID had to shut for in-person visits in March of that year. This did not bring an end to its ambitions or operation. Time was spent applying for grants and developing a vibrant digital offer including an innovative virtual tour, a lively program of on-line events, talks, exhibitions and workshops, and shop. It also worked hard to support and engage the volunteer workforce throughout its shutdown. The new digital offer has helped to grow our audience and staff both geographically and demographically, and has allowed the CIO to envision an interesting way to develop its future.

We are now looking for someone to drive the next phase of the organisation's development; to forge this creative vision for the future, to build on the opportunities that have been opened up, and to support and inspire the staff, volunteers and Board.



## Job Description:

### To work with the Trustees to create a clear and long-term strategy and plan for the David Parr House

- To work with the Trustees and staff to further develop and implement a clear and long term forward plan for the organisation
- To communicate this long-term strategy and plan clearly with staff and volunteers, and ensure staff objectives and priorities are aligned.
- To empower and support staff and volunteers in delivering their part of the strategy and plan, and actively encourage innovative ideas and proposals for further development from the staff and volunteers.

### Working with all staff, but in particular the House Manager and Book keeper, to be responsible for all operational and financial management on a day-to-day basis.

- Take full overall responsibility for the organisation and running of the David Parr House.
- Ensure a high quality experience for our visitors and partners.
- Provide strong leadership and management to the small team of staff
- Create a staff structure that supports the long-term strategy of the organisation
- Oversee the recruitment and training of staff and ensure that all required employment legislation is complied with
- Monitor and maintain the fabric and environment of the David Parr House and visitor centre.
- Ensure the safety and security of the premises.
- Ensure that the organisation has all the necessary policies and that it complies with all appropriate legislation.
- Have responsibility for the preparation of the annual budget and forecast together with a set of management accounts and ensure that these are regularly presented to the Trustees
- Have responsibility, with the support of the Trustees, to prepare and submit the annual audited accounts
- Work at all times in accordance with the mission, aims and values of the David Parr House and within the requirements of the Charity Commission

### Work with the Fundraiser, to develop innovative revenue streams from a wide variety of commercial opportunities. To open up other fundraising opportunities to create long term stability for the organisation and support a dynamic public programme.

- Be innovative and develop revenue streams from a variety of sources such as events, trading, products, venue hire, exhibitions, IP licensing, shop and a digital revenue generating offer.

- Develop and drive the fundraising strategy for the David Parr House
- Work with the Fundraiser to develop and deliver the fundraising strategy to work alongside the organisation's forward plan.
- Work with the fundraiser and other members of staff to identify appropriate grants to support the activities and development of the David Parr House

**Working with the Curator and the Digital Marketing and Content Producer to broaden our existing partnerships, digital presence and marketing profile locally, nationally and internationally, and to deliver the ever evolving social, historical, political, arts and crafts threads and research inspired by David Parr House.**

- To be the face of the David Parr House and create a high profile for the organisation.
- Deliver an engaging programme of publications, exhibitions and events, both physical and digital, drawn from and inspired by the collections.
- Develop partnerships with other organisations to widen audience engagement and ensure that it is accessible to a diverse audience.
- Manage the collections and items on loan to museum standards
- Develop research opportunities both in house with the staff and volunteers and with outside partners
- Maintain the key stakeholder relationships including the Parr and Leach families.



## Person Specifications

- Experience of working in a museum/historic house/arts/culture organisation at a senior level
- Passion for working in the independent museum/historic house/arts sector
- A track record of being able to lead a team of staff to empower and support them to work to the best of their capabilities and deliver quality in all they do for the organisation.
- Experience of financial management of an organisation
- Fundraising experience from trusts and foundations as well as philanthropy
- Enjoy the challenge of running a commercially focused, as well as public benefit focused, organisation that showcases the historic but also the contemporary
- Ability to think outside of the box in order to create individuality in the offer of the organisation
- Strong communication skills and confidence in being the public face and ambassador of an organisation
- Ability to think strategically as well as manage the day to day running of a small busy environment
- A strong understanding of marketing and reaching new audiences
- Commitment to quality, high regards to the aesthetics, an understanding of beauty and attention to detail
- Willingness to 'roll up their sleeves' when it is needed, but ability to minimise the need for it by empowering and supporting staff and volunteers.
- An interest in: Arts and Crafts and Neo-Gothic movements, working class history, craft, the arts both historic and contemporary, 19<sup>th</sup> & 20<sup>th</sup> century social history
- Experience of working in collaboration with a Board/Trustees
- Commitment to equality, inclusion and diversity



# Applications

**Closing Date: Monday 18<sup>th</sup> April 2022 at 17.00**

**Shortlist Contacted by: Friday 22<sup>nd</sup> April**

**Date of first interviews: Wednesday 27<sup>th</sup> April**

**Date of second interviews: Wednesday 4<sup>th</sup> May**

Please e-mail a CV (please include two referees who will be contacted with consent, after interviews) and Covering Letter explaining why you are interested in the job, what you can bring to the position and your suitability for it, to: Tamsin Wimhurst, Chair of Trustees, [tamsin@davidparrhouse.org](mailto:tamsin@davidparrhouse.org)

*If you would like to have an informal discussion about the role before applying then please contact Tamsin on the above e-mail.*

## Mission and Vision

### Where we are going in the future

To be an influential, supported and financially sustainable organisation to enable engaging experiences of creativity.

**Inspire creativity and excellence**

### What we do

Beautiful Art and Crafts workmanship is layered with 20<sup>th</sup> century social history creating a unique and colourful picture of artistic and domestic lives lived in a worker's family home

**Life and art in a worker's house**

### How we do it

We are respectful and deliberate and aspire to the highest standards of quality.

In a category of our own we sit outside convention and find alternative ways to collaborate.

We are open and inquisitive and engage audiences in a unique experience of unsung lives.

**We are thoughtful. We are challenging. We are curious.**

### Why we do it

We believe in seeing the extraordinary in the everyday and want to inspire others to connect to their memories and creative potential. We celebrate the ordinary working people and the beauty of making.

**To find beauty in the everyday**

