



Contact

Mobile	07817 325713	Landline	01273 330142
Address	41 Preston Mansions Stanford Avenue Brighton, BN1 6AX	Email	bec.britain@virgin.net

Skills Summary

Arts programming and development, participation expertise, partnership working, budget management, marketing and communications, evaluation and team working with volunteers.

Professional Experience

2011-2014 Arts Development Manager

Brighton and Hove Library Service – Creative Project Manager, Evolving in Conversation 2014-2015

Coordinating and overseeing the delivery of 3 celebratory showcase events at Jubilee Library, offering an objective viewpoint to ensure the project has a cohesive feel, celebrates success, manages challenges and responds effectively to the opportunities which arise. Developing and managing the delivery of the communications strategy, coordinating the evaluation process, liaising with external facilitators, attending and participating in Professional Development Days. Mentoring key library staff involved in the project, reporting to the steering group and coordinating volunteering opportunities.

Streatham Festival – Festival Coordinator 2011-2014

Creative development and delivery of a 4 day community arts festival, including a large outdoor celebration and events in a wide range of arts genres, working with a team of volunteers and a wide range of partners. Development of work based learning schemes, diversification of communication techniques and evaluation for a variety of stakeholders.

Photoworks – Art at Work Education Programme 2014

Development and delivery of a project management course for sixth form students, evaluation of wider education programme in secondary schools, management of teachers' creative professional development programme.

Culture Shift – Creative Café 2014

Management of a careers event for young people, with a programme of meeting creative professionals and undertaking challenges relating to creative careers.

Same Sky – Heritage Programme 2011-2013

Rural heritage work including education projects including High Weald AONB primary schools programme, and Woodland Careers project for secondary schools developing entrepreneurial skills and woodland knowledge, with a format for disseminating learning across schools. Celebratory projects include a seasonal celebration of Ashdown Forest and a Wood Fair in Dartford. Community development work has included the improvement of wildlife habitat and volunteer management at Turner Park, with the creation of a camera obscura in the Turner Tower.

Same Sky – Education Programme 2012-2013

Projects including Discover and Explore Arts Award testing and development and evaluation for the Children's Parade, PPA cover at Fairlight Primary School and delivery of a wide range of creative workshops to participants of all ages in both formal and informal settings.

Herne Bay Festival 2013 – Co-Director

Fundraising, development and marketing of a community arts festival with 100 events over 9 days.

Same Sky – Community Artist 2011 to 2014

A wide range of creative commissions including exhibitions, installations, carnival costumes and floats, willow sculpture and lanterns. Many commissions developed and delivered with communities. Commissions include large-scale dragon lantern for Brighton and Hove Library's Terry Pratchett celebration.

2004-2011 Same Sky - General Manager/Project Manager

Business and project management as part of a well regarded community arts charity, with a turnover of around £400,000, 4 core staff, 25-30 projects per year and a bank of 30-40 freelance staff.

Programme development and management: Identifying relevant strands of new work, clients and partners with core staff, fundraising and devising short and long-term programmes. Development and management of meaningful participation programmes with challenging content and successful outcomes including: day and night carnivals (on foot and float based), heritage projects, formal and informal education programmes, site specific performance, permanent and temporary public art, master-class and training programmes, business team building days, exhibitions, launches and openings and bespoke creative commissions. Creative delivery of workshops across all ages and abilities in a variety of settings, large-scale 3D design and making for events and exhibitions, design of creative learning resources, flyers and ephemera.

Business development: Business planning with Director and Trustees, policy development; key stakeholder liaison, reporting and lobbying (Arts Council and Brighton & Hove City Council); company PR. Assessment of long-term premises needs; managing and fundraising for capital works and maximising income from premises. Responsible for fundraising and development of a Digital Strategy covering operations, training, equipment and project strands using new technology.

Office management: IT redevelopment, devising effective systems for office, storage and workshops.

Financial management: Project budgets; invoicing and payments; credit control; cash flow and bank accounts; support to Director and accountants in producing management and audited accounts.

Human Resources: Recruitment and management of office staff, interns and volunteers; project management training; identifying and fundraising for professional development opportunities; CRB check system; service and support to Trustees.

Marketing: Press and PR; online marketing, website design, development and maintenance; development of company brand; photographing projects and events.

Creative Skills Swing dancing, bookbinding and paper arts, photography, willow sculpture (living and dry), carnival construction and costume making.

Training Arts Award Adviser, Discover and Explore
Fine Leather Bookbinding
Oral History Techniques
Common Purpose, Focus Leadership Programme in Brighton and Hove
Microsoft Office, Photoshop, Wordpress, basic InDesign
Full driving licence including 7.5T
Negotiating Skills and Conflict Management, Working with Volunteers
First Aid at Work and Emergency First Aid, Fire Safety at work

Qualifications 10 O Levels, 2 AO Levels, 3 A Levels (Art, English, French), BA Hons Humanities 1st year pass