

# DRAWING ROOM

1-27 Rodney Place, London, SE17 1PP  
www.drawingroom.org.uk

## **BRIDGET RILEY ART FOUNDATION ENGAGEMENT MANAGER**

Employer: Drawing Room Tannery Arts

Job title: Bridget Riley Art Foundation Engagement Manager

Hours of work: 35 hours per week, full-time

Salary: £27,00 pa

Reports to: Directors

### **Job description**

The Bridget Riley Art Foundation Engagement Manager is a new position and the successful applicant will be a core member of the Drawing Room team. The position is funded by the Bridget Riley Art Foundation and has the aim of making both the practice of drawing and the appreciation of drawings accessible to a wider audience.

The Engagement Manager will manage all public engagement events and initiate a ground-breaking programme to encourage the attendance and participation of a wider demographic. We are looking for someone who is passionate about drawing and its broad and valuable applications. The Engagement Manager will deliver a programme that provides a dependable and regular schedule of activities to promote meaningful engagement with contemporary drawing for a wide range of people.

The programme should utilise Drawing Room's specialist provision including its exhibitions and library and raise awareness of the library as an educational resource for people of all ages and as a research and teaching resource for educators.

The successful applicant should understand contemporary issues regarding the importance of inclusivity and will consider it essential to embed equality, diversity, and inclusion as a fundamental part of Drawing Room.

## Outcomes

- Facilitate the acquisition of drawing skills and understanding of contemporary art and drawing, in particular
- Make accessible a wide range of careers in the arts, including fine art, applied arts, art scholarship, art administration and art curating
- Provide training, professional development and employment for teachers and artists
- Expand the horizon of participants and the creative ambition of the artists who run the sessions
- Increase the numbers of young people engaging actively and meaningfully with Drawing Room
- Increase art education provision to people living, studying and working in South East London

The Bridget Riley Art Foundation Engagement Manager will report to the Directors, and will work regularly with the Gallery Manager, Exhibitions Manager, Development Manager and Librarian.

The Engagement Manager is expected to perform other duties, as assigned, and evening and weekend hours are required.

## **Main duties:**

### 1. Manage logistics of public engagement events

- In collaboration with the Directors and curatorial staff, devise public events that extend and disseminate themes explored in the exhibition and Study library programme (approx. 20 events p/a)
- Devise, in collaboration with the Directors, and manage annual 1-week summer school <https://drawingroom.org.uk/events/summer-school1>
- Devise and run the annual summer drawing club <https://drawingroom.org.uk/events/summer-drawing-club>
- Produce promotional copy for print and electronic distribution
- Manage all public events. This includes liaising with speakers/workshop leaders; recruiting participants; etc.

### 2. Outreach work

- Build relationships with the local community, primary and secondary schools, colleges of further education and the general public
- Devise classes that offer professional development for educators
- Develop off-site projects

- Work with Exhibitions Manager and Gallery Manager to produce education resources (including downloadable worksheets, interactive activities, etc.) for visiting groups and individuals, and distributed to national and international audiences via our website
- In collaboration with Exhibitions Manager and Directors, host and conduct tours of exhibitions for school and community groups

3. Develop a pilot programme to engage a broader demographic in Drawing Room's activities. For example:

- A free 'after-school drawing club', (1 day per week, 39 weeks per year)
- Affordable evening classes for local audiences
- Workshops for school groups

4. Fundraising and budget management

- Source funding, with Development Manager, for Engagement activities
- Monitor Engagement budget. This includes obtaining estimates, raising purchase orders, processing invoices, maintaining budget files and liaising with the Finance Manager

5. Communications

- Work with the curatorial team to develop interpretive resources for exhibitions and prepare exhibition texts
- With Gallery Manager ensure gallery invigilators are trained to interpret exhibitions and monitor their performance of this role
- With the team lead on the development of Drawing Room's website to reflect its new Engagement activities
- Prepare texts for all public Engagement projects and produce effective marketing material for print and on-line promotion including uploading information onto Drawing Room's website
- Maintain a visible presence in the local and national community by presenting information about the gallery Engagement programme
- Communicate with members of the team with regards to administrative tasks, project management and event management
- Represent the institution to various stake holders and at professional networking events

## 6. Evaluation

- Devise effective evaluation processes for Engagement events on completion of projects and share with the team
- With Gallery Manager, evaluate the performance of gallery invigilators and assistants engaged in delivering engagement projects
- Produce project reports for funders, including Arts Council England Annual Review

## Person Specification

Experience of leading on learning, engagement and outreach projects.

Knowledge of funding streams for learning and community projects.

Experience of managing budgets.

Excellent knowledge of contemporary art and contemporary art galleries.

Excellent oral and writing skills, including confidence as a public speaker.

Highly organised with attention to detail.

Awareness of the importance of equality, diversity, and inclusion.

Ability to respond to situations proactively with diligence and persistence.

Team player.

Be solution orientated in outlook.

Able to take initiative on day to day duties and roles.

Be punctual and reliable.

Experience of working with Word, Excel, and Photoshop.

Experience of website management – Expression Engine, WordPress or similar CMS.

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Your application should include:

- A cover letter, addressed to Kate Macfarlane, Co-Director, explaining your suitability for the role.
- Your CV.
- The names and contact details of two referees.

Application deadline: 11th July.

Interviews: 17, 18 and 19 July.

For more information about the role, please contact Kate Macfarlane, Co-Director  
[kate@drawingroom.org.uk](mailto:kate@drawingroom.org.uk)