

DRAWING ROOM

GALLERY MANAGER – 4 days per week

Salary: £26,500 pro rata

Working 4 days a week (days flexible), including working one weekend per exhibition (approx. 4 p/a)

Working hours 10am - 6pm

Additional weekend and evening work may be required for which time off in lieu will be given

Holiday entitlement: 28 days (including bank and public holidays)

Reporting to: Drawing Room Co-Directors

Probationary period: three months

Drawing Room is the leading independent non-profit gallery in the UK for drawing. It is here that local and international audiences can view the most innovative forms of contemporary drawing, learn from the resources in our Study library and connect with artists through talks and practical workshops. Drawing Room presents exhibitions of drawings produced around the globe, supporting the production of new work and showcasing exemplary forms of drawing made today and in the recent past.

Drawing Room presents 4 to 5 exhibitions per year including collaborations with institutions and individuals, tours of exhibitions and an engagement programme of events, talks, seminars and workshops.

Job Description

Would you like to play a pivotal role in operations of a unique public art gallery? We are looking for an experienced Gallery Manager.

The Gallery Manager is responsible for the day to day running of the organisation and setting up systems to ensure the smooth operation of Drawing Room (gallery, office, admin, and shop). The Gallery Manager will support the staff and Directors to develop the ambition of its programme and collaborations. A highly professional and presentable person with excellent organisational skills and attention to detail is required for this post.

Responsibilities:

Gallery Management

- Maintain gallery space and exterior, ensuring a high standard of presentation at all times
- Recruit, manage and train front of house staff and volunteers
- Line manage Gallery Assistant
- With Engagement Curator ensure front of house staff are trained to interpret exhibitions and monitor their performance of this role
- With Exhibitions Manager, review needs for care of space and works in the exhibition

- Maintain gallery security and electrical systems with appropriate third parties
- With Building Manager, ensure gallery complies with public liability insurance requirements
- Utilise and administrate Drawing Room's website for own area of work

Office Management

- Creating and managing systems to ensure the smooth day-to-day running of the office
- Purchasing and maintaining IT equipment, computer programmes and system backup
- Scheduling team and Advisory board meetings and minute taking
- Managing event schedule/e-calendars and invigilation rota
- Developing and maintaining filing systems, sourcing equipment and ordering office supplies
- Dealing with visitor and email queries, and developing appropriate systems for doing so
- Managing evaluation of all projects and reports to stakeholders

Operations & HR

- Oversee the maintenance and development of policy documents: security, environmental, health and safety, equal opportunities, child protection, etc.
- Ensure the above policies are available to all staff and complied with as necessary
- With Directors, develop and write new role descriptions, and manage advertising of new posts
- Develop and manage traineeship schemes, including seeking funding for new schemes
- Co-ordinate staff reviews, overtime, holidays and training
- Manage cleaning staff

Commercial

- Manage stock of publications and artworks, purchases, orders and distribution
- Manage occasional venue hire

Events

- Provide appropriate staffing for events
- Obtain and maintain audio and visual equipment and materials
- Co-ordinate and manage technical set up for events

Financial

- Set up and maintain effective systems for shop and other transactions, in liaison with Finance Manager
- Code and authorise invoices and payments
- Claim Gift Aid annually
- Monitor budgets for office, shop and casual staff
- With Finance Manager, ensure petty cash, donations and cash income is regularly deposited at the bank

Audience engagement

- In liaison with Engagement Curator/Directors attend stakeholder meetings

- Keep abreast of local/national developments

Fundraising

- Support Directors and Development team in the production of funding applications
- Ensure FOH staff are trained to encourage visitors to make donations and join membership schemes
- Assist the directors with preparation of capital funding campaign for new premises
- Assist with Biennial Fundraiser, in particular events sales transactions and distribution of works

Director support

- Collate statistics information for ACE Annual Report and Annual review submissions (twice yearly)
- Travel arrangements

General

- 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
- Contribute ideas towards the programming of Drawing Room's events and Exhibitions programme
- Perform other duties, as assigned
- Evening and weekend hours are required

Person Specification

Knowledge and Experience	
Minimum of 2 years relevant experience within the visual arts	Essential
Demonstrable skills in the delivery and maintenance of projects	Essential
Knowledge of funding bodies, their funding strategies and application procedures	Essential
Understanding of the public arts sector including Arts Council England	Essential
Knowledge of contemporary visual arts	Essential
Skills and Attributes	
Excellent IT skills and ability to troubleshoot computer and communications equipment	Essential
Excellent written and verbal communication skills	Essential
Ability to be pre-emptive and responsive	Essential
Excellent organisational and time management skills	Essential
Excellent knowledge of Word, Excel, Photoshop	Essential
Excellent interpersonal skills	Essential
A commitment to equal opportunities	Essential
Demonstrable financial management skills	Essential

Please apply with CV and covering letter to Mary Doyle mary@drawingroom.org.uk

Application Deadline: **Midnight on Sunday 1 December 2019**

Interviews will take place at Drawing Room on **Friday 6 December**.

Due to the anticipated volume of applicants please be advised that your application has been unsuccessful if you have not received a response by 6 December 2019.