

DRAWING ROOM

EXHIBITIONS MANAGER

Employer:	Drawing Room Tannery Arts
Hours:	Part Time, 3 days per week (21 hours per week) General office hours are Monday to Friday 10.00 – 18.00, however some flexibility, including evening and weekends and occasional longer weeks around exhibition instal and de-instal, is required to fulfil the requirements of the role. Time Off in Lieu is offered for additional hours worked.
Salary:	£32,000 pro rata (£19,200 for 3 days)
Reports to:	Kate Macfarlane, Drawing Room Co-Director
Terms of contract:	part time, permanent We will also consider applications for flexible working such as a job share or flexibility around office hours. Please indicate on your application if you would like to us to consider alternative flexible working arrangements.
Start date:	asap, flexible

Additional staff benefits

Enhanced annual leave, sick pay and parental policies

Employee Assistance Programme

Invitation to all Drawing Room events

Option for hybrid working, depending on the requirements of the role

RECRUITMENT DETAILS

This document outlines the skills and experience needed for the role of Exhibitions Manager and information on how to apply.

Optional information session online on 20 August, 10am. Contact nastasia@tanneryarts.org.uk if you'd like to attend.

Application Deadline: 9am Monday 16 September 2024

Interviews: Thursday 26 September 2024

in person, however alternative arrangements can be made

ABOUT DRAWING ROOM

Drawing Room is an Arts Council England National Portfolio Organisation and comprises a gallery, library, shop, community studio and online resource that is dedicated to opening up the world of contemporary drawing to everyone.

Drawing Room's mission is to champion the unlimited potential of drawing to help us understand ourselves, each other and our evolving world. Through free exhibitions, artists' talks, courses, engagement projects and a unique library it nurtures the production of drawings and promotes understanding of them.

Situated in South Bermondsey, one of the most creative areas of London, Drawing Room opened in permanent premises in autumn 2023 and boasts a double height gallery, a unique library & research centre and a community studio.

Drawing Room is part of Tannery Arts Ltd, an independent non-profit organisation comprising a studio provider, Tannery Arts, and a public gallery, Drawing Room.

ABOUT THE ROLE

Drawing Room is seeking an Exhibitions Manager to manage our ambitious programme of exhibitions and related public events in our new, permanent home in Bermondsey.

The Exhibitions Manager is a core member of the Drawing Room team and is instrumental in delivering our mission to:

- Encourage and support a diverse range of practitioners to produce high quality and ambitious drawing and related writing and events;
- Ensure that everyone has the opportunity to be creative, particularly those who experience barriers to participating in the arts, and to use drawing to cultivate the next generation of creatives;
- Provide a neighbourhood cultural hub that our community is proud of and want to spend time in;
- Be an international resource for the latest thinking around drawing

The Exhibitions Manager is responsible for delivering a minimum of three exhibitions per annum and a related events programme. The role will suit an individual with prior experience of exhibitions management who is highly organised and can effectively manage and deliver exhibitions to a high standard. You will also have the opportunity to work with the team and guest curators to devise exhibition related public events such as talks and seminars, managing the delivery of these events, in collaboration with the Gallery Manager. We anticipate the successful applicant will be interested in contemporary artists' drawing and enthusiastic to present and promote its unique potential.

JOB DESCRIPTION

Key responsibilities:

Exhibitions

- Project manage all aspects of production and presentation of Drawing Room temporary exhibitions, touring exhibitions, external projects and commissions to an excellent standard.
- Complete Memorandum of Understanding and contracts for guest curators and artists.
- Work closely with the curator of each exhibition to develop list of works and confirm loans.
- Manage all practical arrangements for each exhibition including correspondence with artists and lenders, loan negotiations, artist contracts, transport, shipping & customs procedures, indemnity & insurance, conservation, display preparation, installation/de-installation.
- Lead on ensuring gallery conditions such as temperature and humidity control are kept consistent and in line with loan agreements.
- Carry out condition checking of artworks and oversee handling and packing of art works.
- Hire technicians and coordinate hang and display of exhibitions.
- Manage communication with partner venues, including issuing contracts, site visits and attending installation and events.
- Compile exhibition interpretation material for exhibition handouts and captions.

Events

- Manage logistics of exhibition related events in collaboration with the curators, artists, other contributors and the team.
- Alongside the co-directors, give guided tours of exhibitions for a range of groups including patrons, sponsors, higher education and community groups.

Grant Applications and Reporting

- Contribute and occasionally lead on exhibition-related grant applications, receipts and reporting.
- Evaluate exhibitions, manage and interpret related data and write reports for stakeholders, funders and Arts Council England, in liaison with team and touring partners.
- Monitor and evaluate the effectiveness of the programme to ensure exhibitions and related activities are achieving their aims.
- Source, file, edit and make presentable material for funding reports and evaluations.

Admin and General

- Arrange artists' travel and accommodation.
- Produce and manage exhibition budgets in liaison with the Director of Finance.

- Work with the Communications Manager to produce an effective press campaign.
- Manage the gallery storage inventory, order supplies and equipment.
- Maintain good working relationships with partner organisations and colleagues across the sector.
- Contribute to advocating Drawing Room as an organisation.
- Attend Drawing Room private views and occasional evening events.
- Keep up to date with registrar and exhibition organisation best practice.

This is not an exhaustive list of duties and other responsibilities may be allocated within reasonable remit of the role. As part of a small team, all staff are expected to be ready and willing to assist with other aspects of Drawing Room's work.

PERSON SPECIFICATION

Experience:

Proven track record of project managing temporary exhibitions in the arts and cultural sector with ability to demonstrate experience and strong understanding of:

- condition checking, the care and handling of art works
- managing art shipping, transport and insurance in the UK and beyond
- writing and managing budgets
- brokering loan agreements with lenders – private collections to museums – including providing facilities reports, exhibition information, environmental readings
- humidity and temperature systems to ensure works are appropriately cared for
- best practice surrounding artwork transportation, insurance and condition checking and thorough understanding of the care of art works

Essential skills:

- Highly organised with a methodical approach to project managing
- Excellent administrative and time management skills
Demonstrable computer skills and ability to manage information systematically and accurately: proficiency in Microsoft Office, Excel
- The ability to problem-solve, assess situations and arrive at positive solutions
- Excellent written and verbal communication skills, and confident writing about contemporary art with an inclusive approach, for a range of audiences
- Ability to manage a variety of freelance workers including art technicians and conservators
- Strong interpersonal skills; diplomatic and sensitive in dealing with a wide range of people from the general public to artists and lenders
- Ability to work both independently and as part of a team
- Invested interest in contemporary art
- A commitment to dismantling systemic barriers to participation in the arts

Desirable skills:

- Knowledge of Adobe Photoshop
- Ability to write grants applications or raising funds for artists and exhibitions
- Confident speaking about contemporary art with an inclusive approach, for a range of audiences
- Proactive approach to developing opportunities for collaboration and touring exhibitions
- An understanding of artists' different societal and economic needs

TO APPLY:

Please email nastasia@tanneryarts.org.uk with the subject line 'Exhibitions Manager 2024' including the following:

- A cover letter of no more than two sides of A4,
OR a voice or video application of no more than 7 minutes detailing:
 - What experience you have that is relevant to the Exhibitions Manager role;
 - The skills and qualities you will bring to the role
- A CV of no more than 2 sides of A4
- Contact details of 2 referees
- A completed Equality and Diversity Monitoring Form.

We are an equal opportunities employer and encourage applications that represent the diversity of our society. We are particularly interested to hear from those currently underrepresented in our workforce, including those from Global Majority backgrounds, LGBTQ+, those who identify as D/deaf or having a disability, those from lower socio-economic backgrounds as well as those who haven't followed a 'traditional' career or training pathway. Diversity is vital to a dynamic, effective team and we wish to strengthen our work by bringing in people with new and/or different skills, experiences, perspectives and ideas.

Positive action may be used in the recruitment process to select a candidate from a group that is disadvantaged or under-represented in our workforce, if two candidates in question are of equal merit.

We are keen to make our roles accessible to everyone, therefore we are open to discussing additional adjustments to the application and interview process if needed. Please email nastasia@tanneryarts.org.uk if any part of the process is a barrier to your application.

We can also provide limited travel expenses for anyone who may find the cost of travel prohibitive for attending an interview.