www.drawingroom.org.uk | www.tanneryarts.org.uk

Gallery & Events Duty Manager

Employer:	Drawing Room | Tannery Arts CIO
Job title:	Gallery & Events Duty Manager
Hours:	Weekly working pattern is on a rota basis, with average 3 days per week during exhibition dates, and events only when the gallery is closed to the public. Shifts during exhibitions are normally: Wed – Sun, 11.30am – 6.30pm with 30 minute lunch break Average across the year: 17.5 hours (2.5 days) per week, exclusive of breaks Regular weekend and some evening work is required for this role. Time off in Lieu will be offered for hours worked in addition to the above for core gallery activities.
Salary	£14,500 per annum (£29,000 pro rata)
Reports to:	Front of House & Events Manager
Terms of Contract	Annualised Hours employment contract, with salary split across 12 equal monthly payments 1 year with possibility for extension We are happy to consider applications for flexible working including casual contact if this is preferable. Please indicate on your application or contact the Operations Director (nastasia@tanneryarts.org.uk) if you would like to discuss alternative working arrangements.
Start Date	January 2027

Additional staff benefits

Enhanced annual leave, sick pay and parental policies (after qualifying period)
Employee Assistance Programme
Invitation to Drawing Room private views, talks and supporter events
Discounts in our shop
Option for paid overtime (if working additional hours on commercial events)

RECRUITMENT DETAILS

This document outlines the skills and experience needed for the role of Gallery & Events Duty Manager and information on how to apply.

Application Deadline: 10am Friday 4 November
Interviews: Wednesday 6 January 2027
In person, however, alternative arrangements can be made
We can consider some flexibility for interview and start dates so please indicate on your application if you aren't able to commit to these dates.

Tannery Arts CIO | Drawing Room

Tannery Arts CIO is a charity comprising a public gallery, Drawing Room and studio provider, Tannery Arts studios.

Drawing Room presents a curated exhibition, unique public library and participation programme with an international perspective and is the UK & European centre for the exploration, appreciation and expression of the language of drawing.

Tannery Arts studios provides quality affordable studio spaces for artists across south London, as well as offering them valuable support and resources at often critical points in their development.

Situated in Bermondsey, one of the most creative areas of London, we moved into our permanent home in autumn 2023, which boasts a double height gallery, a unique library & research centre, community studio and artist studios. Our new home has given us a unique new opportunity to develop long term relationships with our local community and cultivate partnerships with local organisations as well as develop a new events and hires offer.

About the Role

We are recruiting for a Gallery & Events Duty Manager to join our small and dedicated team. This new role will work primarily from Drawing Room's front desk acting as the main point of contact and public face of the gallery to ensure the smooth day-to-day running of Drawing Room's public spaces. With direction from the Front of House & Events Manager, the principal responsibilities of this role will be visitor services, event and hires management including overseeing Health & Safety on a rota basis.

This role would suit an individual with some duty management or events experience looking to gain skills and experience working in a museum or gallery environment. No prior arts experience is required, however a keen interest in drawing, galleries and exhibitions would be an advantage.

RESPONSIBILITIES

Front of House

During shifts take responsibility for:

- Being the main key holder with responsibility for opening & closing the building.
- Leading on FOH operations during gallery opening hours, internal events and hires
- Leading on Health & Safety, First Aid and Evacuation procedures during opening hours, and reporting any incidents to the FOH & Events Manager at the end of each shift.
- Supervising and supporting Gallery Assistants and volunteers during their shifts (no direct line management responsibility)
- Completing weekly shift reports, specific incident and larger scale event reports as needed
- Ensuring that all spaces open to the public remain clean and tidy
- Supporting the FOH & Events Manager to adapt and improve Front of House and events procedures

Visitor Services

- Greeting visitors to our building and answer enquiries in-person and over the phone.
- Ensure that visitors feel welcome, with a focus on ensuring exhibitions and events are accessible and encourage return visits
- Encouraging visitors to complete feedback surveys
- Encouraging visitors to sign up for our supporter & membership programmes and events

Shop

- Processing shop sales, returns and exchanges during opening hours
- Replenishing stock and keeping the shop well presented
- Packing and sending online orders with direction from the Comms & Admin Coordinator
- Support stock take and maintaining inventory as needed

Exhibitions

- Open and close the gallery during shifts, including artworks set up where relevant such as turning on AudioVisual elements etc
- Monitoring CCTV and ensuring safety of artworks
- Invigilating gallery spaces alongside gallery assistants to ensure the safety and security of the artworks on display

Events & Hires

- Support the FOH & Events Manager by acting as keyholder for events & hires as needed.
- Take lead responsibility during shifts for H&S, Evacuation, overseeing Gallery Assistants and completing shift and incident reports as above.

- Be the main point of contact on the day for external partners, contactors and hirers.
- Be familiar with our AV set up and support staff and hirers with basic AV set up
- Support event set up and pack down as needed

General

- Support our small team in other areas, as reasonably practicable within the remit of the role such as updating online hire and events listings, research, ordering office supplies etc
- Ensure that equality and inclusion are embedded in all of our operations

PERSON SPECIFICATION

Skills & Experience

- Excellent organisational and time management skills
- Ability to work independently, taking initiative on day-to-day duties
- Strong communication skills with the ability to engage with a wide range of people
- Ability to manage information systematically and accurately
- The ability to problem-solve, assess situations and arrive at positive solutions
- A positive and collaborative approach to working within a small team
- An interest in contemporary art
- A commitment to promoting equality, diversity and inclusion

Desirable

- Experience working on events or venue duty management
- Demonstrable IT skills and understanding of AV equipment

TO APPLY:

Please complete the application form here. The application will ask you to provide:

- A CV of no more than 2 sides of A4
- A cover letter of no more than one A4 side detailing:
  - What interests you about this role and working in a gallery environment
  - The experience, skills and qualities you possess that are relevant to this role
- 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 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.