

## **Gallery Manager, Jerwood Visual Arts**

**Full time permanent contract, Monday to Friday**

**Salary: £26,000 - £30,000**

Thank you for your interest in this role at Jerwood Charitable Foundation.

### **Purpose of the role**

Jerwood Visual Arts is a national programme supporting visual arts practice, through which Jerwood Charitable Foundation provides the necessary curatorial support and well-resourced opportunities for early-career artists to make increasingly ambitious new work. Artist opportunities run throughout the year alongside a programme of related exhibitions, events and commissioned writing, taking place online, in London and across the UK.

It is the major visual arts project of Jerwood Charitable Foundation and is based at Jerwood Space in London, where this role is focused.

The Gallery Manager role is a key position within the visual arts team, supporting the Head of Programme to realise an ambitious year-round exhibition and events programme for early career artists including new commissions and a wide range of professional development activity. The role is responsible for planning and production of all exhibitions and events at Jerwood Space, managing communications for the Jerwood Visual Arts programme as a whole and engaging and growing audiences in the gallery at Jerwood Space. It is supported by an Exhibitions Assistant and Events Programmer and a Gallery Assistant and Learning Co-ordinator.

### **Jerwood Charitable Foundation**

Jerwood Charitable Foundation is an independent grant-making foundation and UK registered charity dedicated to imaginative and responsible funding of the arts, with a particular focus on supporting talent and excellence. It works with exceptional, dedicated artists and producers enabling them to develop and thrive at important stages in their practice, often in partnership with leading UK arts organisations.

More information about Jerwood Visual Arts and Jerwood Charitable Foundation is available at the end of this pack and at [www.jerwoodcharitablefoundation.org](http://www.jerwoodcharitablefoundation.org) and [www.jerwoodvisualarts.org](http://www.jerwoodvisualarts.org).

**Responsible to:** Head of Programme

**Responsible for:** Exhibitions Assistant and Events Programmer; Gallery Assistant and Learning Co-ordinator; freelance gallery staff and technicians.

### **Main Duties and Responsibilities will include:**

#### **Exhibition Production & Planning**

- Lead and manage exhibition planning and production for exhibitions at Jerwood Space, including installation and de-installation, in conjunction with external Project Managers, designers and artists
- Support the Head of Programme to realise programmed work for exhibition presentation within the financial and practical resources of the gallery space
- Manage relationships between artists and exhibition designers/technical team
- Manage the exhibition calendar and production schedules

- Manage individual exhibition budgets as required
- Work closely with the Jerwood Space team to ensure successful delivery of Jerwood Visual Arts exhibitions and of Jerwood Space events across the gallery space
- Contribute to development of new projects and budgets

#### **Gallery Management & Administration**

- Manage a small gallery team to provide outstanding customer service in person, on the telephone and online to artists, organisations and the general public
- Manage gallery staff and technical and freelance personnel to ensure the successful day to day running of the gallery, including all front desk rostering
- Manage the Exhibitions Assistant and Events Programmer to programme, deliver and evaluate talks and events
- Manage the Gallery Assistant and Learning Coordinator to programme, deliver and evaluate workshops and learning initiatives
- Lead on induction, training and development for gallery staff, including freelancers, with support from the Head of Programme
- Manage risk assessments, health & safety and insurance matters relating to all gallery activity
- Provide administrative support to Project Managers, Jerwood Space and Jerwood Charitable Foundation staff in relation to the gallery programme

#### **Marketing, Communications & Interpretation**

- Manage and oversee delivery of all marketing and communications for the Jerwood Visual Arts programme, including individual exhibition plans
- Contribute to marketing and communications strategy for Jerwood Visual Arts programme overall, with Head of Programme, Communications Manager and Director
- Manage Jerwood Visual Arts website and social media channels, with the support of the gallery team
- Manage and deliver Jerwood Visual Arts e-newsletters, with the support of the gallery team
- Manage audience development activity, including strategy for increasing group and education visits
- Manage the design, content and installation of exhibition signage and interpretation materials, including catalogues
- Manage the design of exhibition advertising materials, including private view invitations
- Manage and develop the Jerwood Charitable Foundation's contact databases, including management of private view invitations
- Support Communications Manager in ensuring messaging about Jerwood Charitable Foundation, Jerwood Space and Jerwood Visual Arts is on brand

#### **There will also be opportunity to**

- Develop a sound knowledge of Jerwood Space and Jerwood Charitable Foundation's work, attending funded projects, performances and exhibitions
- Undertake any other duties as may be reasonably required
- Contribute to mentoring artists through professional development activities and events

#### **Person Specification**

##### **Skills, experience and interests you will bring:**

- Project planning: ability to manage and schedule multiple projects with competing timelines and budgets
- Production and technical: ability to work with artists to deliver newly commissioned work in variety of media and creative disciplines
- Customer service: strong ethic and care for the experience of artists, the team and gallery visitors

- Communications: ability to develop and deliver a communications and marketing plan across websites and social media, exhibition print and interpretation materials and FOH to develop the brand and engage and grow audiences
- Management: management experience; the ability to lead and inspire a team including outside contractors and project managers
- Ability to write and copy-edit to an outstanding standard; unwavering attention to detail
- Strong computer, digital and online skills
- Strong negotiation and diplomacy skills
- A friendly, collaborative manner and a positive attitude to working flexibly as part of a small team
- A practical, resilient approach to solving problems and making decisions; ability to work on own initiative
- Knowledge of and passion for the visual arts in the UK
- Understanding of working with early career artists specifically
- Understanding of event management

### **Equal Opportunities**

We are committed to inclusion and equal opportunities in the workplace and we actively encourage applicants from all backgrounds, of different ages, genders, social and economic backgrounds, ethnicities, religions and sexual orientations, and from people with and without disabilities. Please contact Jon Opie on 020 7261 0279/ jon@jerwoodcharitablefoundation.org should you have any access requirements or need any reasonable adjustments to be made in order to apply or attend an interview.

### **Term and Conditions**

**Contract:** permanent

**Salary:** £26,000 - £30,000 per annum, dependent on experience

**Hours:** Five days per week, 9.30am to 5.30pm, including an unpaid one-hour lunch break each day. Normal work days are fixed Monday-Friday, but there may be some flexibility required for project activity/schedules. Overtime is not paid but time off in lieu may be taken.

**Base:** Jerwood Charitable Foundation's office at 171 Union Street, London, SE1 0LN. Some travel in the UK may be required for project activity.

**Holiday Entitlement:** 25 days per annum plus Bank Holidays.

**Pension:** Jerwood Charitable Foundation offers a workplace pension scheme.

### **How to apply**

Please write enclosing your CV (no more than 2 pages) and a covering letter (no more than 2 pages), setting out why you are interested in the post and why you are suitable for it. Please pay particular attention to the **Skills, Experiences and Interests** set out above, and provide specific examples from your past experience for how you meet them. You do not need to meet all of these to apply: we welcome applications from those who feel they meet a majority and have potential to develop in the role.

We would prefer to receive your CV and covering letter in a single document through the application page on our website. Should you wish to submit your application by post, please mark your envelope clearly with GALLERY MANAGER APPLICATION, and send to: Jerwood Charitable Foundation, 171 Union Street, London, SE1 0LN.

**Closing date for applications:** 5pm, Mon 23 April 2018

**Interviews:** 30 April and 1 May 2018

**Second round interviews (if required):** 7 May 2018

**The interview dates are fixed and non-negotiable; please ensure you can be available.** Evening interviews are possible. Let us know if you have any special requirements for interview, which we would be pleased to assist with.

**Shortlisted candidates will be contacted by 5pm, 27 April 2018.**

If you have included an e-mail address with your application, you will receive notification that your application has been received and we will stay in touch throughout the application process. Due to the small size of our organisation, we regret that we will not be able to offer feedback on your application should you not be shortlisted for interview. Thank you for your interest in working with us.

### **Jerwood Visual Arts**

Jerwood Visual Arts is a national programme supporting visual arts practice, through which Jerwood Charitable Foundation provides the necessary curatorial support and well-resourced opportunities for early-career artists to make increasingly ambitious new work.

Artist opportunities run throughout the year alongside a programme of related exhibitions, events and commissioned writing, taking place online, in London and across the UK. We advocate for the best possible conditions for the making of art by providing well-resourced opportunities for artists, supported by our staff team and established artists, writers, critics and curators who have a significant national or international profile. Since the inception of the programme in 2006, Jerwood Charitable Foundation has channelled over £4.48m into the visual arts, working with more than 1784 artists, writers and curators from across the UK, supporting a wealth of research.

Currently we run four national open calls, three of which are in partnership with leading arts organisations: Jerwood/FVU Awards with Film and Video Umbrella; 3-Phase with Eastside Projects and WORKPLACE: Jerwood/Photoworks Awards with Photoworks; and Jerwood Makers Open.

We also programme a number of curated exhibitions including: Jerwood Solo Presentations, Jerwood Staging Series and the Project Space offers commissions to develop work in the social environment of The Gentlemen Baristas café at Jerwood Space. Exhibitions are accompanied by regular events featuring writers, artists and academics and we host three Writers in Residence each year. We also run a number of projects including a Artist Bursaries and Artist-Led workshops with community groups in Southwark. Jerwood Space is visited by 8000-10,000 people each year.

We are a founder supporter of AIR/a-n's Paying Artists Campaign.

[www.jerwoodvisualarts.org](http://www.jerwoodvisualarts.org)

[www.jerwoodcharitablefoundation.org](http://www.jerwoodcharitablefoundation.org)

### **Jerwood Space**

Jerwood Space is a dance and theatre rehearsal space offering excellent facilities for the work of art. The rehearsal studios are used by established theatre and dance professionals, while emerging artists and companies may benefit from subsidised rates. Two rooftop meeting rooms are available for business use, as well as auditions and readings, while the Glasshouse and Gallery can be hired for all kinds of events, catered for by Gentlemen Baristas.

[www.jerwoodspace.co.uk](http://www.jerwoodspace.co.uk)