**JOB DESCRIPTION**

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| **POST:** | **Gallery Manager / Curator** | **DEPARTMENT:** | **Programming and Delivery** |
| **REPORTS TO:** | **Executive Producers** | **DIRECT REPORTS:** | **Assistant Producer Project Temporary Staff**  **Project Volunteers** |

**SALARY:** Competitive

**LOCATION:** Hull

**CONTRACT TYPE:** Full-time (including evening and weekend working)

These roles will be available either as a Salaried Position or Freelance Contract depending on the successful candidate**.**

**PURPOSE:**

In 2017 the eyes of the world will be on Hull as it becomes UK City of Culture. Hull is only the second city to hold the title, the first in England. Hull UK City of Culture 2017 Ltd has been established to plan and deliver 365-days of transformative culture through a range of diverse events and projects.

After the Olympics and Paralympics, Commonwealth Games and the Tour de France in Yorkshire, this will be the biggest, most high profile event the UK will be staging over the new few years.

The Gallery Manager / Curator will be responsible for establishing and managing a new contemporary art space for Hull, presenting a year-round programme of exhibitions and events and help develop a sustainable business model ensuring the gallerys future post-2017 as a legacy of Hull UK City of Culture and as a valuable resource for the city.   
  
**RESPONSIBILITIES:**

**1**

* To lead on the development and opening of a new contemporary art gallery for Hull, working as part of the core Hull 2017 Production and Delivery Team.
* Help write and implement a sustainable business plan and fund raising strategy ensuring the continuing operation of the space post 2017 as legacy project for the city.
* To act as lead curator on behalf of Hull 2017 leading on relationships with artists, co-commissioning and presenting partners in order to help develop and deliver a year-round programme of exhibitions and events.
* To be responsible for the day to day operational management of a new contemporary visual arts gallery and all associated activity including administrative responsibility for the gallery including staff management and systems.
* To oversee exhibition production including installation and take down schedules, transport, insurance, quality checks and management of freelance technicians and other staff to ensure a successful production process.
* Work closely with Hull 2017 Director and Executive Producer on developing and delivering the artistic programme and associated events, creating a year-round programme of activity.
* Work closely with Hull 2017 education and engagement teams developing programmes of work to develop new audiences for contemporary visual art.
* Work with closely with Hull 2017 marketing and Communications teams to develop exhibition specific marketing strategies.
* Identifying and delivering gallery-specific training for staff and volunteers
* To work as directed across the 2017 programme leading on a number of assigned projects for which they will be responsible.
* Negotiate artists' and organisations’ deals and contracts and issuing contracts in a timely manner in keeping with Hull 2017’s contracting system.
* Draw up and manage whole project budgets and schedules.
* Attend team meetings and other meetings as required, to drive and report on the progress of projects for which the Gallery Manager / Curator is responsible to inform overall project planning, pre-production and delivery and to ensure smooth co-ordination of logistics, budgets and scheduling across departments.
* Co-ordinate, attend and chair if required, project team meetings.
* Provide regular updates to the Executive Producers / Director.
* Work closely with artists, co-producers, presenters and other collaborators as required.
* With Hull 2017 teams, develop projects with communities, sustain relationships and deliver engagement projects with legacy.

**2 Staffing & Coordination**

* Responsible for the management of a team of staff and volunteers, enabling a 7-day a week, year-round operation.
* Foster quality working relationships with all external contractors, suppliers, agencies and partner organisations to achieve effective service delivery.
* Manage temporary staff that may be required.
* Manage volunteers in keeping with the Hull 2017 volunteering programme.

**4 Financial**

* Manage project budgets as agreed with the Executive Producers including forecasting, running and reconciliation.
* Work within Hull 2017’s finance and accountancy procedures. This will include the timely and accurate signing off and coding of purchase orders, invoices and expenses claims, as well as regular updating of budget projections and cashflows, together with the provision of other financial information as required.
* Contribute to the company's fundraising operation, by drawing up outline project proposals for projects for which the Producer is responsible.
* Buisness planning and fund raising

**5 Marketing, Communications, Education & Volunteering**

* Work closely with the Marketing, Communications, Education & Volunteering teams to identify opportunities, ensure sharing of clear and up to date project information and requirements and delivery of positive engagement experiences for public, participants, partner organisations and volunteers.
* Commitment to audience development and engagement strategies and their implementation.
* Work with the Marketing and Communications team to update social media channels with relevant project related content, in accordance with Hull 2017’s policies and guidelines.

**6 Monitoring & Evaluation**

* Work with Hull 2017’s Partnership & Development team to ensure that all the projects for which the Producer is responsible are properly evaluated and that the necessary information is gathered for monitoring and evaluation.

**7 Other**

* Observe and uphold Hull 2017’s policies on procurement, sustainability, equal opportunities, volunteering, Health & Safety, evaluation & monitoring.
* Sign and observe Hull 2017’s non-disclosure agreement.
* Represent the Programming & Delivery team at events as required.
* Contribute to the development and successful delivery of the overall Hull 2017 project.
* Any other duties that are commensurate with the post as agreed with the Executive Producers.

**PERSON SPECIFICATION**

**REQUIRED SKILLS & EXPERIENCE**

* At least 5 years’ experience of gallery management and (or) contemporary arts curation at a senior level
* To be able to demonstrate an understanding of the specific needs surrounding the presentation and production of contemporary arts practice.
* Experience of handling of art works, including condition reporting and packing
* Good interpersonal skills
* Ability to remain calm under pressure and the ability to deal with sensitive situations in a professional and diplomatic way.
* Experience of fund raising and business development for the cultural sector
* Proven and extensive experience of developing and producing projects in the arts, across a range of art forms
* Experience of pre-production research and development on arts projects
* Experience of building and managing six figure project budgets
* Experience of negotiating and writing contracts with artists and organisations
* Excellent presentation and communication skills
* Experience of managing staff
* Experience of managing multiple stakeholders
* Experience of Health & Safety regulations
* Proficient IT skills

**DESIRABLE SKILLS & EXPERIENCE**

* Specialist arts expertise
* Monitoring and reporting to funding organisations
* Working knowledge of rights, IP, broadcast issues
* Delivery of projects involving international artists / organisations
* Working knowledge of agreements with unions in the arts sector
* Experience of projects involving community engagement
* DBS certificate

**PERSONAL ATTRIBUTES**

* Ability to manage multiple priorities and meet deadlines
* Interest in the arts and culture
* Positive and enthusiastic attitude, including a flexible approach to developing and delivering the job
* Commitment to achieving high standards
* Ability to take own initiative as well as working as part of a team
* Ability to work effectively under pressure
* Be able to show initiative and resilience when dealing with change

**HOW TO APPLY**

Please send the following to [recruitment@hull2017.co.uk](mailto:recruitment@hull2017.co.uk):

* Curriculum Vitae
* Covering letter (no more than two sides of A4)
* Current salary and any salary expectations
* Completed equal opportunities monitoring form

**ADDITIONAL INFORMATION**

**CLOSING DATE:**

**INTERVIEW DATES:**

**FURTHER INFORMATION:** [www.hull2017.co.uk](http://www.hull2017.co.uk)

**Hull 2017 is an equal opportunities employer and welcomes applications from all sections of the community.**