



ASSISTANT DIRECTOR // MATERNITY COVER

Employer: The Bermondsey Artists' Group managing Southwark Park Galleries
Place of Work: Southwark Park Galleries (Lake Gallery & Dilston Gallery)
Southwark Park, London SE16 2UA

Line Manager: Director

Hours of work: 4 days per week

Office Hours: 10am - 6pm, with some evening and weekend hours/days when required

Salary: £24,388 (£30,510 pro rata) PAYE

Annual Leave: 22 days, On basis of 1 year maternity leave period

Fixed Term Contract Period: 12 months, October/November 2020 - October/November 2021
(exact dates to be agreed upon appointment with the successful candidate)

Probation Period: 3 months

Role: The primary role of the Assistant Director is to support the Director in the delivery of all day to day running of the galleries and the production and delivery of all gallery exhibitions.

KEY AREAS OF RESPONSIBILITY //

Exhibitions Management //

- Supporting the Director with all exhibition planning, scheduling and logistics
- Assist the Director in working with all programme artists and curators and the development of their exhibitions, projects and public events
- Studio visits, artist and exhibition research in support of Director
- Booking technicians and other sessional staff as required, as agreed by Director
- Exhibition & Artist Agreements management
- Arrange exhibition transport
- Touring exhibition management, production and administration
- Partnership, lender, funder and gallerist/artist representative relationship management and development
- Organising equipment hire and ensuring correct installation methodologies for loaned art work
- Exhibition public events and previews: scheduling, management and delivery
- Loan logistics and administration including: condition reporting, loan forms, consignments, insurance, credits etc.
- Supporting the Director on artwork and edition sales and related earned income initiatives

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www.southwarkparkgalleries.org

1 Park Approach, Southwark Park, London SE16 2UA

Bermondsey Artists' Group managing Southwark Park Galleries

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Organisational Strategic Management //

- Board of Trustees Liaison, including quarterly meeting minute taking, gallery reporting and meeting management
- Working with Director to ensure efficient team diary management, project scheduling across all strands of activity and office management
- Maintain existing efficient administration systems, record keeping and filing
- Support Director and exhibiting artists/curators on exhibition project budget management and reporting
- Support Director and Strategic Development Director on funder reporting and grant applications
- Advocate and represent the gallery at public events, meetings, seminars, conferences, etc. as required
- Ensure that front of house team are briefed and confident in all technical and artist matters regarding the exhibitions programme, supported by Gallery Manager
- Support Director on strategic fundraising projects and initiatives where required

Marketing //

- Press release, exhibition copy and interpretation development and distribution
- Working with artists, curators, colleagues and peers to promote all exhibitions, events, learning and public programme activities
- Maintain and promote the visual identity of Southwark Park Galleries at all times
- In support of Director and with Gallery Manager, develop and delivery press strategies, PR initiatives and events to promote the charities activities to diverse local national and international audiences

Other //

- Represent Southwark Park Galleries as appropriate, maintaining the security and confidential status of all information, and conducting activities in a professional manner at all times
- Adhere to Southwark Park Galleries' core values and comply with all organisational policies at all times (issued at contract commencement within induction pack)
- Undertake other duties as may reasonably be required

CANDIDATE PROFILE //

The ideal candidate for this Maternity Cover position will have:

- Excellent communication skills
- Demonstrable experience in cultural production and the public gallery sector
- Experience in scheduling, planning and executing projects and exhibitions
- Ability to juggle multiple projects simultaneously while meeting deadlines
- Demonstrate a commitment to the mission, goals, objectives and activities of Southwark Park Galleries
- Be supportive of the gallery's continuing effort to lead on diversity, inclusion and sustainability
- Have a passion for contemporary art and a good overview of the culture sector
- Enjoy working as part of a small and committed team
- Some flexibility regarding working hours (our public events tend to take place on weekends due to our gated park location)

HOW TO APPLY //

Please send us the following 3 documents to admin@southwarkparkgalleries.org:

1. Your CV (max 2 pages, word format)

Please include names and contact details (email & mobile no.) of 2 referees (only contacted should appointment offer be made following interview)

2. Cover Letter (max 1 page, word format) telling us:

- Why you want to work with us
- Qualities and experiences you would bring to the role with reference to the job description
- Earliest available start date

3. Completed Anonymous Recruitment Questionnaire, please download from our website

PLEASE NOTE //

Documents 1 & 2 must be submitted to us in WORD FORMAT not PDF

Please ensure that your CV and Cover Letter file names all begin with your Surname

The content of the Recruitment Questionnaire is strictly confidential and kept securely prior to destruction in accordance with our Data Protection Policy.

This information is used for anonymous monitoring purposes only and is not available to the recruitment panel.

To remove risk of unconscious bias, shortlisting will be completed via a blind CV system and invitations to interviews will adhere to the Rooney Rule. Your application documents will be anonymised prior to the selection panel's receipt of them.

RECRUITMENT SCHEDULE //

Applications formatted in the above manner are to be emailed to:
admin@southwarkparkgalleries.org

Email subject title to read: Assistant Director Application

Deadline for applications: Friday 18 September 2020 at midday

Interviews will be held: Thursday 1 October 2020

Start date and hand over period will be arranged upon appointment with the successful candidate and Director.