



Deputy Director Recruitment Pack Southwark Park Galleries // November 2021

About Us

Southwark Park Galleries is managed by The Bermondsey Artists' Group. We are an artist-led non-profit contemporary art gallery and community arts charity set across two contrasting sites within the beautiful surroundings of Southwark Park, Bermondsey. We are an Arts Council England National Portfolio Organisation (NPO).

We exist to promote the fullest inclusion in culture and creativity for all through the provision of free and meaningful activities that represent national excellence and local relevance.

Central to our mission is our commitment to offer local people of all ages and from diverse community of economic, social, cultural and historical backgrounds, excellent creative experiences. We wish to continually inspire everyone to celebrate their own cultures through creative participation. Our activities attract three times more people from underrepresented mosaic groups than our gallery peers across England.

The galleries were founded in 1984 by The Bermondsey Artists' Group; a community of local artists who transformed a derelict café in Southwark Park into a contemporary art gallery, creating a cultural platform through which artists could engage meaningfully with their neighbours, a site for free access to high quality art, creativity and learning as a core part of our daily lives.

Since then we have grown to encompass two gallery buildings within the park, 37 years of high quality free exhibitions, and free, meaningful, learning activities. Our ongoing celebration of individual and community creativity places us firmly at the centre of the cultural life of South London.

We continue to offer generations of artists and local people opportunities to present, engage with and respond to contemporary art across our two vastly contrasting exhibition spaces: Dilston Gallery - a Grade II listed de-consecrated concrete church, and Lake Gallery - a renovated former cafe building.

Job Description

Deputy Director, Southwark Park Galleries

www.southwarkparkgalleries.org

Employer: The Bermondsey Artists' Group (Managing Southwark Park Galleries)

Place of Work: Southwark Park Galleries (Lake Gallery & Dilston Gallery),
1 Park Approach, Southwark Park, London SE16 2UA.

Contract: Permanent (subject to renewed core funding)

Line Manager: Director

Line Management: Gallery Manager, Freelance Sessional Staff

Hours of work: Full time, 5 days per week

Office Hours: 8 hours per day, incl. some evening and weekend hours/days as required

Salary: £33,000 PAYE & Statutory Pension Contribution

Annual Leave: 28 days (excluding Bank and Public UK holidays)

Probation Period: 6 months

Role

The Deputy Director is a senior member of the team at Southwark Park Galleries, supporting the Director and Board with the implementation of all aspects of the creative and strategic development of the organisation.

This integral role supports the development and delivery of the Director and Board's vision for the organisation, including: Programme Management, Fundraising, Exhibitions, Community & Public Engagement, Marketing, Archive, Digital Programming, Finance, HR, Policy & Procedural Management.

Key Areas of Responsibility:

Exhibitions Management

- Development and delivery of exhibitions programme, directed by the Director
- Assist the Director in working with all programme artists and curators, developing and producing all exhibitions, projects and related public events
- Studio visits, artist and exhibition research in support of Director
- Booking technicians and other sessional staff supported by Gallery Manager
- Exhibition / Artist / Consignment Agreement Management
- Preparation and distribution of all exhibition materials
- Management of art transport and insurance
- Touring exhibition management
- Partnership, lender, funder, gallerist/artist representative relationship management and development
- Organising equipment hire and ensuring correct installation methodologies for loans
- Events and Preview management: scheduling, management and delivery
- Leading exhibition guided tours

- Loan logistics and administration including: condition reporting, loan forms, consignments, insurance, credits etc.
- Risk assessment completion for all exhibitions and public events

Fundraising

In support of the Director and Strategic Development Director:

- Arts Council England Officer liaison, NPO applications and quarterly reporting
- Funder liaison and reporting
- Annual Business Plan development and ongoing management
- Cultivate and deliver Venue Hire, supported by Gallery Manager
- Supporting on sales (artwork, editions, retail) and all related earned income initiatives including donations
- Host prospective supporter / funder / venue hire / sponsorship / patron visits
- Support the development of the organisation's fundraising strategy
- Maintain annual Trust & Foundations schedule
- Writing and contributing to funding applications
- Develop alternative funding streams and initiatives
- Stakeholder development, cultivation and liaison
- Support Director and team on strategic earned income initiatives

Finance

In support of the Director, Treasurer and Finance Manager:

- Manage organisational day to day budget
- Support artists/curators/partners on all aspects of exhibition / project budget management and related reporting
- Monitor and interpret income and expenditure budgets and financial records
- Prudent financial management of all exhibition and programme budgets
- Ensure that all projects are delivered on time and on budget
- Adherence to the Charity's Financial policies at all times

Strategic Organisational Management

- Board Liaison, including quarterly meeting minute taking, gallery reporting, meeting management and administrations as required by Trustees
- Support Director and Board to maintain and develop our EDI Policy & Action Plan across all strands of the organisation
- Efficient team diary and office management, project scheduling across all activity
- Maintain existing efficient administration systems, record keeping and filing
- Advocate and represent the gallery at public events, meetings, seminars, conferences, etc. as required
- Maintain good local neighbourhood and community group relationships

Community & Public Engagement

Supporting Director and Public Engagement Manager to:

- Develop and deliver our Public Engagement strategy and programme
- Develop, manage and deliver talks, events, performances, partnerships, supported by Gallery Manager and Front of House team
- Targeted, inclusive and effective promotion of Events via all media channels
- Developing and maintaining local and national partnerships with peer organisations, local charities and community groups
- Instigating new partnerships and relevant ways of working to ensure that we better engage with and reflect our local communities in Rotherhithe, Southwark, London and across the UK

Marketing

Supported by Gallery Manager:

- Press release, exhibition copy, interpretation development and distribution, supported by Gallery Manager
- Working with artists, curators, colleagues and peers to promote all exhibitions, events, learning and public programme activities, supported by Gallery Manager
- Maintain and promote the mission, ethos, aims, objectives and visual identity of Southwark Park Galleries at all times
- Develop and deliver press strategies, PR initiatives and events to promote the charity's activities to diverse local, national and international audiences

HR and Policy

Support Director in:

- Managing and annual update of the charity's EDI Policy & Action Plan
- First point of contact for any Human Resources related queries from team and staff members
- Supporting the Board and Director on all aspects of managing our responsible recruitment methodologies in adherence to the charity's EDI Policy & Action Plan
- Designated GDPR Officer, entailing GDPR management and policy adherence, supported by Gallery Manager, Strategic Development Director and Director
- Maintaining up to date policies and procedures, adhering to best practice at all times, supported by Gallery Manager
- Scheduling and maintaining team appraisal programme, supported by Director and Trustees
- Line management of Gallery Manager and sessional freelance colleagues
- Supporting a passionate and skilled small team and gallery family at all times

Digital Programming & Archive

Supported by Gallery Manager to:

- Improve and maintain online systems to ensure increased engagement and visibility of our activities
- Continue to develop digitisation of charity's archive to improve public engagement
- Establish new digital programming opportunities and partnerships

Other

- Represent Southwark Park Galleries at all times
- Maintain 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, EDI Policy & Action Plan and comply with all organisational policies at all times (issued at contract commencement)
- Undertake other duties as may reasonably be required

Working Hours

- This is a full time, 5 days per week, 8 hours per working day, PAYE role with pension
- Overtime will be agreed in advance with the Director and taken as TOIL, no financial recompense will be available for additional hours occurred
- Leave entitlement is managed using the financial year calendar (1 April - 31 March)
- The role is predominantly based at Southwark Park Galleries, and on occasion will
- require offsite working locations and some travel, as required
- The role will incur some weekend and out of hours working, as determined by the Director where required.

Person Specification

Essential Experience, Skills & Attributes:

- A confident knowledge of and passion for contemporary art
- Excellent communication skills (written and verbal)
- Proven experience of small team management
- Prior experience of contributing to successful fundraising bids
- Well networked in the arts/culture sector
- Experience of devising, developing and delivering exhibitions, arts programmes, digital content, and associated arts administration.
- Good understanding of financial management requirements for small businesses / charities, or a desire to learn

- Ability to monitor and interpret income / expenditure budgets and financial records
- Good track record of audience development
- Basic understanding of the charitable sector, or a desire to learn
- A highly organised and reliable team player
- A calm problem solver
- Possess an enthusiastic people-focused management style
- Ability to juggle multiple projects simultaneously: on time, and on budget
- Demonstrate a shared commitment to the mission, goals, objectives and activities of Southwark Park Galleries
- Strong commitment to the gallery's continuing effort to lead on equality, diversity, inclusion and environmental sustainability
- Enjoy working as part of a small and committed team
- Have a flexible approach to working hours, as some weekend/evening/bank holiday work is required
- Possess the ability to travel to external meetings, exhibitions, etc. as required

How to Apply:

We are committed to inclusion and equal opportunities in the workplace and we actively encourage applicants from all backgrounds, ages, genders, social and economic backgrounds, ethnicities, religions, sexual orientations, those who identify as neurodiverse, D/deaf, and those with or without disabilities.

You can confidentially contact John Harris, Gallery Manager, via admin@southwarkparkgalleries.org should you have any access requirements or need any adjustments to be made in order to apply or attend an interview.

Application Process & Schedule:

To apply please send the following 3 documents as 3 separate WORD documents within 1 email using the subject heading: **Deputy Director Application** to: admin@southwarkparkgalleries.org

1. Cover Letter

Maximum of x2 sides of A4, word format, titled as follows:

[Surname_firstname_Cover_Letter]

Please answer the following three questions:

1. Why you want to work with us?
2. Which qualities and experiences you would bring to the role?
3. What is your earliest available start date?

2. CV

Please provide your CV on a maximum of x2 sides, word format, titled as follows:

[Surname_firstname_CV]

Please include the name and contact details for 2x referees.

Referees will only be contacted should an appointment offer be made following the interview.

To remove the risk of unconscious bias, shortlisting will be completed via a blind CV analysis and invitations to interviews will adhere to the Rooney Rule. Therefore please do not include personal information that identifies you in either your CV or Cover Letter, and include this information instead in Document 3 only, see below.

3. Personal Information Page

Maximum 1 page, word format, titled as follows:

[Surname_firstname_Personal_Information] Please include the following information:

- Full Name
- Educational Qualifications
- Age
- Gender
- Email address
- Postal address including postcode
- Phone number
- Nationality and immigration status (if appropriate)
- Names and contact details (email and mobile no.) of 2 referees

4. Completed Equality and Diversity Monitoring Recruitment Questionnaire

Please complete the online form and save it as pdf or word format and include within your application email.

Download via [this link](#) or via our website.

PLEASE NOTE

Documents 1-3:

Must be submitted to us in **WORD FORMAT** not PDF and **please ensure that your Surname_firstname** are first in your file name.

Document 4: Equal Opportunities Monitoring Form

Once completed, is to be included within your Application email as either word or pdf format.

The contents of the Equal Opportunities Monitoring Form is anonymous and strictly confidential. Information submitted will be kept securely prior to its 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, hence the requirement for their WORD document file type.

Recruitment Schedule:

Deadline for Applications: Monday 6 December 2021, 12 noon.

We regret that applications received after that time cannot be considered.

Interviews: Wednesday 15 December 2021

Shortlisted candidates will be contacted by phone or email.

Start Date: Start date and handover period will be arranged upon appointment, the role will commence **during January-February 2022.**

Unfortunately we are unable to write back to applicants at the shortlisting stage, or to give specific feedback on why you may not been shortlisted.

If you do not hear from us by Monday 13 December 2021 please assume that you have not been shortlisted in this instance.