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**Visual Arts Programme Manager Application Pack**

Dear applicant

Thank you for your interest in this post.

Bridport Arts Centre is an arts charity in Dorset celebrating its 50th anniversary in 2023. Based in an attractive and culturally vibrant market town with a population of 13,000 on the World Heritage-designated Jurassic Coast, we are a member of the Arts Council England National Portfolio, and also receive revenue funding from Dorset Council and Bridport Town Council.

Our vision is to entertain and inspire the residents of Bridport and beyond, and to provide support, space and opportunities to help form and grow new creative communities. We work with artists, freelance professionals, volunteers and a wide range of community groups and organisations to deliver our aims. Our work includes presenting a year-round programme of visual arts, theatre, dance, music, spoken word, comedy, film and event cinema, workshops, and community projects from our main venue, a converted Wesleyan Methodist Chapel and School House located in the heart of Bridport, incorporating a 194 seat theatre and a 15m x 6.5m gallery space; and at other local venues, in schools and outdoors. Our arts and events programme serves audiences across Dorset and the Southwest, and we also run The Bridport Prize, a creative writing competition with a well-established industry profile and reputation, which receives entries from over 100 countries each year.

We are currently recruiting a **Visual Arts Programme Manager** with experience of working in a gallery and some experience of curation, to help us deliver our visual arts strategy and programme. This is a new role initially fixed term for one year, with potential to extend depending on funding.

Below is a job description for the post as well as a person specification and application form.

* To apply for this role please submit your application *using the application form contained in this application pack* by: **09.00 on Thursday 18th August 2022**. Applications received after this date and time or via CV only cannot be considered. Please send to: Mick Smith, Director, Bridport Arts Centre, by email at: [mick@bridport-arts.com](mailto:mick@bridport-arts.com) (Please use the same email for any questions about the role).or by post to:
* Bridport Arts Centre, 9 South Street, Bridport DT6 3NR.
* Interviews for the post will take place on **26th and 30th August 2022**
* Further information about Bridport Arts Centre can be found on our website: [www.bridport-arts.com](http://www.bridport-arts.com).

We very much look forward to receiving your application.

**Mick Smith – Director**

## Job Description - Visual Arts Programme Manager

**Reporting to:** The Director

**Contract:** Full time, initially one year fixed term (continuation dependent on securing funding for a permanent role)

**Hours of work:** 40 hours per week. Gallery open Tuesday to Saturday. Hours will include occasional evenings and weekends

**Salary:** 25-28k, depending on experience

**Annual leave:** 36 days incl. bank holidays

### About the role

Bridport Arts Centre is an arts charity established in 1973 based in Bridport, and a member of Arts Council England’s National Portfolio. As well as the 194 seat Marlow Theatre, our main venue incorporates the Allsop Gallery, the largest publicly funded gallery in Dorset. Around five exhibitions are held each year, accompanied by an ongoing programme of events, talks and workshops. The Visual Arts Programme Manager is responsible for the delivery of our exhibition programme and related events and reports to the Arts Centre Director.

Working hours are flexible with the gallery open 10am–4pm, Tuesday to Saturday. As well as coordinating the programme, the role includes overseeing exhibition previews and organising and facilitating any additional exhibition-related events, some of which will take place in the evenings, or occasionally at the weekends.

The role is supported by a Gallery Technician, other technical staff and volunteer stewards.

Key responsibilities

- Responsible, with the Director, for the delivery of our visual arts programme. This includes sourcing/developing exhibitions for the Allsop Gallery and potentially other spaces and online (in line with our visual arts strategy), as well as related events, workshops, films, talks and other visual arts engagement projects or commissions delivered as part of our visual arts programme.

- Ensuring the smooth running of all exhibitions, being responsive to issues as they arise and coordinating the work of the Gallery Technician and others as necessary.

- Working with the Marketing Assistant, ensuring they are briefed on the overall programme and the details of each exhibition and related activities, including supporting the provision of content for the web site and social media.

- Coordination of arrangements for visiting artists, in conjunction with the rest of the team, including all related administration, contracting, and logistics.

- Staffing, setting-up and coordinating all contractual, operational, and technical requirements for programmed events and openings, working in collaboration with the Gallery Technician and the centre’s General Manager

- Arranging, overseeing and attending private views or opening events.

- Arranging and leading steward team briefings/debriefings for each exhibition and ensuring that all stewards are familiar with the content of the exhibition as well as any technical operations involved in opening/closing of the gallery.

- To be a first point of contact for all enquiries related to the gallery and the visual arts programme. Dealing with visitor queries as required.

- Assessing the health and safety requirements of exhibitions, as well as any relevant sales administration processes involved in conjunction with the General Manager and Director

- Monitoring financial performance of the visual arts programme against an agreed budget, with the support of the Finance Officer and Director, keeping records of all invoices, petty cash, and other expenditure.

### Person Specification

- Demonstrable and informed interest in contemporary art and visual culture.

- Two years’ experience of working in a gallery or comparable visual arts environment.

- Good negotiation skills and an ability to work with both arts professionals and the public.

- Ability to work well within a small team of other staff and volunteers

- Excellent interpersonal skills, with good verbal and written communication skills, confident with public speaking.

- Experience of budget management and good record keeping.

- Good IT skills.

- Experience of installing exhibitions in all media with a good understanding of the necessary technical requirements.

- Some knowledge of public and private, national, and international exhibition spaces, and arts centres, and a willingness to extend this knowledge.

- A proactive attitude to personal professional development,

- Flexibility with working hours.

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# Visual Arts Programme Manager: Application Form

## First Name Surname/Family Name

Address

Post Code

### Tel. (Home) Tel. (work or mobile)

### Email:

## Education (please start with the most recent)

|  |  |  |
| --- | --- | --- |
| Dates | School/College/University | Qualification and Grade |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Employment History (please start with your most recent post)

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Employer | Position/main duties | Reason for Leaving & Final salary |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

If currently employed what notice do you have to give? ………………………………

How many days sickness absence have you had in the past 12 months? ………….

### Relevant training and professional qualifications

(please continue on a separate sheet if necessary):

## Please outline your suitability for the post:

(Please refer to the elements contained in the job description and person specification, using these to evidence your suitability for the role.)

## Tell us why you are you applying for this post?

If you are printing and posting this application and add extra sheets please ensure they are numbered and have your name on them.

## Please provide details of two referees (one of which must be your current/most recent employer. If self employed, you may use a client as a referee):

### Referee 1

Name:

Organisation

Role/position:

Address:

Telephone number

Email

## Referee 2

Name:

Organisation

Role/position:

Address:

Telephone number

Email

(We will only contact your referees if your application is successful).

## Data Protection Act 1994

I agree that the information given in my application being stored on manual and computerised files for relevant employment related purposes within the terms of the Data Protection Act 1994

### Declaration:

I certify that the information given on this form is, to the best of my knowledge, true and complete, and can be treated as part of any subsequent contract of employment.

Any false statement or omission may be sufficient cause for rejection or for an employment contract to be invalidated and the employee subject to disciplinary action or dismissal.

Signed ……………………………………………………

Date ………………………………………

NB Right to Work checks will be carried out prior to commencement of post if appointed.

Please submit your application using this application form by:

**09.00 on Thursday 18th August 2022.**

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Please send to: Mick Smith, Director, Bridport Arts Centre, by email at: [mick@bridport-arts.com](mailto:mick@bridport-arts.com) or by post to:

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Please email Mick smith if you have any questions about the role.

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