

WORKPLACE FOUNDATION

Job title:	Assistant Director, Workplace Foundation
Deadline:	Monday November 30th 2020 - 5pm
Location:	Gateshead, UK
Type	Full Time
Salary:	£26,000
Artform	Visual Arts
Contact	opportunities@workplacefoundation.art

About Workplace Foundation

Workplace Foundation is a charity founded by WORKPLACE a commercial contemporary art gallery based in Gateshead, UK

Workplace Foundation supports emerging and under-represented artists with a commitment to UK art scenes outside of London, with a focus on the North of England. We are core funded by Arts Council England as part of their National Portfolio of Organisations

This is a crucial time in the development of Workplace Foundation as we seek to expand our work with artists, embed our work within the community and establish a secure base for our future programme.

As such Workplace Foundation seeks to appoint an experienced Assistant Director to work with the CEO to lead the Foundation forwards at an exciting time in our organisation's development.

Job outline

The Assistant Director is a Senior member of the Management Team of Workplace Foundation and will support the CEO in the implementation of all aspects of the creative and strategic development of Workplace Foundation.

This integral role supports the development and delivery of the CEO's vision for the organisation as it enters its next phase. This includes management of all Programmes, Fundraising, Exhibitions, Community Engagement, Marketing, Archive, Digital Programming, Finance, HR, developing and delivery of policies and procedures, development and implementation of marketing strategies to meet and exceed agreed objectives and targets.

What we are looking for:

We are looking for someone who will bring experience, energy and a proven track record of working within the sector, with a love of contemporary art and culture and an appreciation of what makes Workplace Foundation a unique offering within the artworld.

We want someone who is enthusiastic, reliable and self-motivated – who can work well both independently and as part of a team. Exceptional planning, organisational and communication skills are vital, as well as the ability to multitask, and be flexible, proactive, and adaptive.

How to apply:

Please download the job pack for full details of the role and information on how to apply from www.workplacefoundation.art/opportunities