

# WORKPLACE FOUNDATION

1 November 2020

Dear Applicant,

Thank you for your interest in the post of Assistant Director at Workplace Foundation. This application pack includes an introduction to Workplace Foundation, a job description and a person specification.

To apply please send your application as a PDF to: Miles Thurlow at [opportunities@workplacefoundation.art](mailto:opportunities@workplacefoundation.art) with the subject line: ASSISTANT DIRECTOR APPLICATION

Please also complete the Equality and Diversity Monitoring Form (download from [www.workplacefoundation.art/opportunities](http://www.workplacefoundation.art/opportunities))

The deadline for applications is 30 November 2020, 5pm (GMT). Interviews for shortlisted candidates will be held in December 2020.

With best wishes



Miles Thurlow  
Co - Founder and CEO

Workplace Foundation

## Workplace Foundation

Workplace Foundation is a charity founded by WORKPLACE a contemporary commercial 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.

### Vision:

WORKPLACE FOUNDATION aims to transform the visual arts in Gateshead and the North of England by presenting outstanding, experimental contemporary art, to the both the region and the world.

### Mission:

WORKPLACE FOUNDATION is a charity based in the North of England. Established in 2016 by WORKPLACE Gallery, an international commercial contemporary art gallery founded in Gateshead in 2002.

WORKPLACE FOUNDATION supports the development of emerging artists and local communities through a rigorous and engaging programme of exhibitions and events

We aim to enrich the cultural life of the North of England by creating opportunities for the public to engage with art of exceptional quality, and to create a much larger audience for art through the Foundation's local and international networks.

Workplace FOUNDATION serves the communities of Gateshead and the North of England and aims to contribute to the regional art scene, and establish the area as a vital cultural centre within the UK.

## Job Description

<b>Job Title:</b>	Assistant Director, Workplace Foundation
<b>Salary:</b>	£26,000 F/T PAYE
<b>Line Manager:</b>	CEO
<b>Responsible for:</b>	Programme and Organisational Management

### Job Purpose

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.

### Programme Management

#### a) Exhibitions Programme

- Development and delivery of the exhibitions programme as directed by the CEO
- Exhibition and press scheduling
- Scheduling and managing exhibition installation and deinstallation
- Management of art transport and insurance for all exhibitions
- Gallerist and representative liaison as required by each artist
- Exhibition Agreements/Contract management where required
- Risk assessments to ensure all exhibitions are accessible and safe for public enjoyment
- Preparation and distribution of exhibition materials (press releases, further reading, floorplans etc.)
- Development and delivery of off-site exhibitions as required

#### b) Digital Programme

- Development and delivery of the exhibitions programme as directed by the CEO
- Improvement and maintenance of online systems to ensure increased engagement and visibility of our activities

### c) Community Engagement Programme

- Developing and delivering our Community Engagement strategy and programme as directed by the CEO
- 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 Gateshead and across the North East of England

### d) Events & Live Programme

- Developing, managing and delivering talks, events, performances, partnerships, with logistical support of the General Manager and freelancers
- Targeted, inclusive and effective promotion of Events Programme via all media channels

## Fundraising

In support of the CEO:

- Continue to develop the organisational fundraising strategy
- Devise and maintain an annual Trust & Foundations application schedule for all elements of the organisation
- Writing funding applications
- Developing alternative funding streams and initiatives
- Stakeholder development and liaison
- Funder Liaison and reporting
- Business Plan development and management

## Public Engagement & Marketing

- Work with the CEO to further develop and maintain the organisation's audience development strategy, striving to further diversify our audiences and build our local and national audiences both on site and digitally
- Working alongside the General Manager to lead and manage the delivery of a first class Visitor Services team in order to provide a welcoming atmosphere with well-informed staff and visitors
- Marketing and promotion of the Foundation and its cohesive programme via:  
Writing and distributing exhibition copy, press releases and statements  
Press Liaison  
Social Media management and content development
- Working with General Manager to ensure Audience Questionnaires are actively distributed to all gallery visitors then logged online providing crucial statistics required for funding agreements and better organisational understanding of our audiences and how to keep developing and diversifying them through targeted marketing and relevance of programming
- Ensure that at all times the Foundation is actively promoting equal opportunities, inclusivity and championing The Creative Case for Diversity across all strands of the organisation bandits programming

## **Finance**

In support of the CEO:

- Work with General Manager (and Accountant where necessary) to manage organisational budget day to day
- Monitor and interpret income and expenditure budgets and financial records, producing reports and filing returns as necessary
- Produce accurate financial reports to strict deadline supported by General Manager
- Oversee the smooth running of the cash flow
- Prudent financial management of all exhibition and programme budgets
- Ensure that all projects are delivered on time and on budget
- Adherence to the Foundation's Financial Reporting policies at all times

## **Archive Management and Development**

- Working with the CEO to develop ongoing Archive impact strategy in new onsite library resource space
- Managing digitisation of existing archival content and resources to ensure accessibility on site and online
- Management of library space and its use/booking system
- Development of local higher education partnerships to ensure the resource is made available to all local artists / students / researchers / etc.
- Line management of Archival Placement roles and internships

## **Governance**

- Work in support of CEO to manage and schedule all Board Meetings and relevant reporting/papers
- Board liaison and administration as required by CEO and Trustees

## **Working Hours**

- This role is full time PAYE position, Monday - Friday 10-6pm
- The role is predominantly based at Workplace Foundation, Gateshead, 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 CEO where required.
- Overtime will be agreed in advance with the Line Manager and taken as TOIL, no financial recompense will be available for additional hours occurred

# Person Specification

## Qualifications, Knowledge and Experience

- Substantial knowledge of contemporary visual arts
- Senior experience in a similar or related role
- Well networked in arts/creative industries sector
- Experience of devising, developing and delivering exhibitions, arts programmes and digital content, and associated administration.
- Experience of working with artists, commissioning, loans and producing content in a well networked environment
- Track record of developing significant new audiences
- Experience of archive/library
- Understanding of charitable sector

## Skills and Attributes

- Excellent communication skills, including oral, written and presentation (for the general public as well as specialised art audiences).
- Ability to work proactively with a wide range of partners and representatives of other organisations to build strong, professional relationships and networks and make decisions at the appropriate level.
- Excellent ability to work as part of a small team and to co-operate positively with colleagues,
- Demonstrable ability to line-manage staff and volunteers
- High attention to detail with the ability to produce high quality and accurate documents.
- Demonstrably excellent organisational skills.
- Ability to work independently, even under pressure, and to manage a varied workload, completing tasks to deadline, within financial targets and with minimum supervision.
- Proficient in office software (Microsoft Office Word, Outlook, Excel, Powerpoint, Dropbox Photoshop and Adobe software desirable).
- Basic Computer competency with an understanding and familiarity with Content Management Systems
- Ability to develop and manage budgets

## Other

- Flexible approach to working hours as some weekend/evening/bank holiday work required.
- An understanding of and affinity with the mission, vision and work of Workplace Foundation
- Full Driving Licence or ability to travel to external meetings, exhibitions etc.
- A strong commitment to equality and diversity with the ability to balance differing needs.

We are committed to creating a diverse workplace. We particularly encourage applications from people from BAME backgrounds, who are currently under-represented in our workforce and the visual arts sector as a whole.

## How to apply

To apply please send the following as 3 separate PDF documents to [opportunities@workplacefoundation.art](mailto:opportunities@workplacefoundation.art) with the subject heading: ASSISTANT DIRECTOR APPLICATION

Please include:

1. Letter of Application answering the following points:
  - Why you wish to apply for the post
  - Why you would like to work with us at Workplace Foundation
  - Any previous relevant experience – both within and outside the arts
2. CV and 2 x referees
3. Completed Equality and Diversity Monitoring form  
(download from [www.workplacefoundation.art/opportunities](http://www.workplacefoundation.art/opportunities))

Closing date for applications 5pm - 30<sup>th</sup> November 2020

Anticipated date for interviews: December - to be confirmed.

Interviews maybe held online or in person depending on Covid restrictions.