

# WORKPLACE FOUNDATION

<b>Job Title:</b>	<b>General Manager, Workplace Foundation</b>
<b>Deadline:</b>	<b>Monday, November 30<sup>th</sup> 2020 - 5pm</b>
<b>Location:</b>	<b>Gateshead, UK</b>
<b>Type:</b>	<b>Part Time</b>
<b>Salary:</b>	<b>£22k pro rata, 3 days per week PAYE</b>
<b>Artform:</b>	<b>Visual Arts</b>
<b>Contact:</b>	<b><a href="mailto:opportunities@workplacefoundation.art">opportunities@workplacefoundation.art</a></b>

## 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 General Manager as a key member of the Senior Managements team.

## Job outline

The General Manager is a member of the Senior Management Team of Workplace Foundation and will ensure the smooth and efficient administrative and operational running of the organisation.

The role includes team and building management, visitor experience, supporting operational budgeting and bookkeeping; overseeing Building Operations including Health and Safety, compliance, contractor management, event and exhibition logistics, operational policies and procedures, managing the delivery of a first class Visitor Services team in order to provide a welcoming atmosphere with well-informed staff and visitors.

## What we are looking for:

We are looking for someone who is enthusiastic, reliable, organised and self-motivated – who can work well both independently and as part of a team. Appreciation of contemporary art and culture, previous management experience in a cultural venue or organisation, good organisational and exceptional communication and interpersonal skills are vital, as well as the ability to problem solve and multitask.

## 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](http://www.workplacefoundation.art/opportunities)