

WORKPLACE FOUNDATION

1 November 2020

Dear Applicant,

Thank you for your interest in the post of General Manager 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 with the subject line: GENERAL MANAGER APPLICATION

Please also complete the Equality and Diversity Monitoring Form (download from 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

Job title:	General Manager, Workplace Foundation
Salary Scale:	£22k pro rata, 3 days per week PAYE
Line Manager:	CEO
Responsible for:	Gallery Operations, Administration and Management

Job Purpose

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, bookkeeping, supporting operational budgeting; 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.

Finance

- Prudent financial management at all times
- Bookkeeping and work with CEO and whole team to ensure that all projects and tasks are delivered on time and on budget
- Tendering opportunities for contractual positions
- Engage with suppliers and establish new contracts where applicable, ensuring best value at all times
- Support the CEO and Assistant Director in fundraising, including some application drafting and administration of the developing support schemes
- Manage and file donations received on site

Operations

- Commitment to the provision of a safe environment for staff, visitors, artists, contractors and artworks
- Regular scheduled maintenance of all buildings externally and internally to ensure safety, impeccable presentation and the smooth running of equipment and systems.
- Line Management of the freelance/contracted Front of House and Operations staff (invigilators, Technicians etc.)
- Supervising all contractual work delivered on site (suppliers, trades etc.)

- Acting as the Designated Premises Supervisor
- Implementation and development of appropriate Health and Safety policies and procedures
- Ensuring H&S compliance with all relevant legislation, regulatory and legal obligations
- Management of all placements/internships on site coordinated with Assistant Director and CEO
- Management of contractors and service providers, ensuring up to date contracts are in place
- Landlord liaison in support of CEO when required
- Overseeing art fair, conference and event engagements as required
- Management of artwork storage and associated logistics

Administration

- Overseeing the accurate and efficient updating of the office calendar
- Updating the database of gallery artists information including contact artists for information relating to new work, updating digital and hard copy portfolios, and updating artists CV's etc.
- Maintenance of website and all digital systems
- Archive management with Assistant Director and all relevant archival systems

Public Engagement

- Maintenance and collation of Audience Finder questionnaires and related data
- GDPR management and policy adherence
- Gathering web analytics for internal assessment and stakeholder reporting
- Supporting web content delivery
- Updating website and social media systems as required
- Updating contact database as required

Visitor Services

- Line management of Front of House team, including any freelance employees and volunteers (with HR support as required from CEO and Assistant Director)
- Rota management and allocating workloads to Front of House and Technicians
- Ensuring events and exhibitions are appropriately staffed

HR

- Recruitment of freelancers and volunteers
- Preparation of the monthly timesheets
- Ensuring up to date policies and procedures
- First point of contact for any Human Resources related queries from team and staff members
- Ensuring team is well motivated, and appropriately briefed and trained

Working Hours

- This role is a part time PAYE position, 3 days per week
- 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

Essential

- Previous management experience in a cultural venue/organisation
- Appreciation of art & culture with knowledge of the sector
- Previous experience in managing budgets and understanding of financial data
- Excellent people management and interpersonal skills
- Exceptional written and verbal communication and problem-solving skills
- Professionalism and ability to work calmly whilst under pressure
- Thorough understanding of the current Health and Safety legislation and relevant policies and practical procedures such as carrying out routine risk assessments and fire and safety training.
- Excellent negotiation skills and an understanding of service agreements
- Excellent IT and technical skills
- Exemplary attention to detail
- Ability to plan and to prioritise workload, with willingness to work flexible hours as and when required
- Commitment to equal opportunities

Desirable

- Substantial knowledge of contemporary visual arts
- Confidence, drive, ambition, and a can-do attitude
- A Health & Safety qualification (NEBOSH or IOSH)
- Full UK driving licence
- Holder of a Personal Licence

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 with the subject heading: GENERAL MANAGER APPLICATION

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)

Closing date for applications 5pm - 30th November 2020

Anticipated date for interviews: December - to be confirmed.

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