

<b>Post</b>	<b>Programme Manager, Exhibitions and Events (Maternity Cover)</b>
<b>Reporting To</b>	<b>Head of Programme</b>
<b>Dated</b>	<b>May 2017</b>
<b>Salary Range</b>	<b>£29,000 per annum</b>
<b>Status</b>	<b>Full-time; fixed term contract to cover maternity leave; minimum 9 months July 17 – March 18</b>

**PURPOSE OF ROLE**

The Programme Manager, Exhibitions and Events is responsible for the delivery of Firstsite's artistic programme of exhibitions, projects, screenings and events. Supporting the Head of Programme in conceiving, planning, managing and delivering the programme, the role contributes to achieving targets for financial sustainability and increases in audience attendance.

This is a demanding and rewarding role working in a busy organisation. Planning and delivering all aspects of making, presenting, installing and communicating exhibitions and audience interpretation, considering and responding to Firstsite's diverse audiences.

The post holder will work closely with colleagues across all operations at Firstsite, to ensure effective communications, planning and delivery of the programme.

**ENVIRONMENT**

Firstsite is a company limited by guarantee with charitable status. The Board of Trustees are also Directors who meet regularly to manage the Charity's affairs. Firstsite has a close relationship with the Arts Council of England (East), Colchester Borough Council and Essex County Council who provide funding to enable Firstsite to carry out its charitable objectives. It also works closely with and receives sponsorship from the University of Essex and Tate Plus.

Founded in 1994, Firstsite's original home was Colchester's 18<sup>th</sup> century Minorities building where its innovative programme of exhibitions and professional development for artists began to grow and flourish. In 2011, it moved into its current iconic building where the spectacular space enables it to offer a varied and challenging programme of exhibitions, commissions, residencies and screenings, in a broad range of media and art forms, by nationally and internationally acclaimed artists.

Its ambition is to create an entity that grows and matures over years making a positive contribution to creative industries and community art that engages with local people, business and the international contemporary art community.

**CHALLENGES FOR FIRSTSITE OVER NEXT 3 YEARS**

The key challenges for Firstsite over the next three years are:

- Enabling Firstsite to become the gallery of choice that maximises the use of space to promote regular programmes of world class contemporary art and culture, and is optimised to increase its functionality as a social space in which local and regional communities feel welcome.
- Building towards generating footfall of 200,000 visitors annually through enthusiastic conversations around ambitious programmes of contemporary art with local people

- Creating a viable entity that creates sustainability in the arts sector and maximises the use of all funds for public benefit
- Increasing our membership scheme (whether as a business, a collector or a school) which provides an enviable range of benefits whilst supporting Firstsite to develop its unique programme further, engaging with more people, from all ages and backgrounds within the arts
- Becoming renowned, locally, nationally and internationally, for its ability to look outwards developing a distinctive brand that brings vibrant exhibitions of art together with its community
- Using contemporary art to support the improvement of educational outcomes creating connections between young people, creative industries, wider skills development and entry into work.

**CHALLENGES FOR THE ROLE OVER THE NEXT 12 MONTHS**

- Helping deliver the organisation’s strategy to increase financial sustainability and audience growth
- To work with energy and commitment to make a programme of artistic activity that is organised and realised to the required high standards that increases visitor numbers and positively raises the Firstsite’s profile.
- To work closely and collaboratively with all members of the Programme team, and liaise with other departments within Firstsite to contribute to a cohesive and unified culture.

**KNOWLEDGE, EXPERIENCE & SKILLS REQUIRED**

The following knowledge, experience, and skills are required in the role of Programme Manager, Exhibitions:

Essential (E) Desirable (D)

**Knowledge**

- Relevant degree or similar training or qualification (E)
- A genuine interest and demonstrable knowledge of visual art (E)
- Interpretation methodologies and audience needs in the context of museum exhibitions (E)
- Awareness of local arts and creative industries, with a network of relevant contacts (D)

**Experience**

- Extensive experience of managing a visual arts programme (E)
- Working to international museum standards for transportation, packing, handling and environmental requirements and negotiating loans and contracts (E)
- Budgeting and monitoring procedures (E)
- Arranging Government Indemnity and commercial insurance (E)
- Experience of learning programmes in a visual arts organisation (E)
- Applying for funding for projects (E)
- Working collaboratively within a team to make projects happen to agreed standards, targets and deadlines (E)

**Skills**

- Excellent Project Management skills and evidence of the ability to work under pressure and plan work to meet agreed standards, deadlines and budgets (E)
- Highly effective communication and influencing skills (written and oral). Able to produce clear and compelling written materials and presentations for a variety of stakeholders including

funderson, and diverse audiences (E)

- Ability to lead and motivate others and liaise effectively and collaboratively with colleagues and external contacts within a museum/gallery environment (E)
- Confident when public speaking with experience of leading public events (E)
- Excellent time management skills, including prioritising the needs of a diverse programme(E)
- Ability to make efficient and effective use of resources (E)
- High level of attention to detail (E)
- Flexibility and adaptability, capable of responding to the unexpected and dealing with a wide variety of individuals and artists with sensitivity and diplomacy (E)
- Supportive attitude to working within a team and with others, with the ability to adjust your approach for different needs and styles of working (E)
- Ability to maintain confidentiality and exercise judgment when communicating with different stakeholders (E)
- Confident user of IT (E) SketchUp (D)

### General

- A genuine interest in inclusion and equality (E)
- Ability to be flexible in hours worked, according to the needs of the programme (E)
- Ability to lead your own professional development, seeking out and developing new skills that would enhance our programme (E)

## TASKS AND OUTPUTS

The following represents, but not limited to, the main tasks the Job Holder will undertake regularly:

### Principle Responsibilities

- Work with the Head of Programme and external curators and partners, and be responsible for the development and planning and hands-on delivery of a very busy, culturally diverse, accessible and audience-led exhibition programme.
- Manage the exhibition Key Performance Indicators, in particular footfall and income, and ensure all projects are delivered in an accessible manner to maximise these targets.
- Ensure that all Firstsite exhibitions and programme events are planned and delivered efficiently, to the highest possible curatorial standard, and are delivered on time and to budget.
- Joint line-manage the Programme Assistant with the Programme Manager, Learning and Education. Setting performance targets and supporting professional development.
- Work with the Head of Programme and Head of Development to identify funding opportunities for projects and the writing, submission, evaluation and reporting of applications.
- Support guest curators, academics, artists and community leaders to plan and organise projects. Meeting the ambitions of these external parties, together with Firstsite's high standards of delivery and audience-led focus.
- Work closely with the Head of Programme to ensure the Exhibition, Learning and Education, and Events teams are tightly coordinated.
- Work across entire Firstsite team to communicate the programme, and practical requirements to ensure the smooth running of events and projects.
- Work with the Senior Management Team at Firstsite to communicate and plan the delivery of the exhibition, events and screenings programme in a timely manner to deliver budget and performance objectives.

- Produce copy for e-flyers, events posters, websites and other publicity. Liaising with Firstsite's Marketing Coordinator and Albany Arts Communications directly to ensure the artistic programme is effectively promoted to reach the wide range of audiences Firstsite seeks to engage.
- Manage and support the professional development of volunteers, interns and apprentices for their own career progression and to enable them to contribute effectively to the programme and the organisation more widely.

## **Interpretation and Evaluation**

- Be the audience champion with the Programme Manager, Learning and Education. Helping make and develop an interpretation strategy with the Head of Programme that meets the needs of Firstsite's diverse audience. Producing appropriate interpretation materials and resources for visitors, including printed, video and digital media.
- Ensure all exhibitions are evaluated and evaluation is acted upon, as per Firstsite's evaluation plan.
- Oversee, collate and finalise the submission of evaluation and reports for project grant funders and ensure compliance with funder requirements.
- Work with the Head of Programme to evaluate and articulate the impact and value of the programmes and produce information and data needed for the Board of Trustees, stakeholders, funders and partners.

## **Finances**

- Manage budgets, ensuring income and expenditure targets are met and costs controlled
- Identify risks and develop mitigation plans for projects.
- Make efficient and effective use of resources

## **Advocacy**

- Represent Firstsite publicly, in person - at events and talks at Firstsite and elsewhere as required - and in written communication.
- Respond to general enquiries from the public in person, by phone and in written communications.

## **General**

- To follow correct procedures and attend training and meetings when required.
- To be aware of relevant legislation (eg DDA, Health & Safety, etc).
- To maintain a thorough and practical knowledge of Firstsite's emergency, security, health and safety procedures.
- To travel and work outside of core hours, as required.
- To demonstrate an understanding of and commitment to the role that diversity and inclusion play in the activities of Firstsite.
- To maintain a good knowledge of Firstsite and its environs, including the wider tourism and cultural offer.
- To undertake any other duties as required commensurate with the post.