

Birnam Arts – Visual Arts Development Manager

Job Title	Visual Arts Development Manager	Job Category	Management Team
Department	Arts Team	Job Code / Req	BA/006
Place of Work / Main Location	Birnam Arts, Station Road, Birnam, Dunkeld, Perthshire PH8 0BG	Travel Required	To business meetings or training as required
Salary	£14,611 based on 24 hours £24,352 FTE	Hours per week / Pattern of Work	24 hours per week / Flexible / Opportunity for some remote working
Reporting to	General Manager	Date posted	18/11/2022

ROLE AND RESPONSIBILITIES

MAIN PURPOSE OF POST

To plan, manage and deliver a creative and inspiring arts programme of visual art exhibitions, workshops, events and classes within an agreed budgetary framework. Develop and implement strategies to maximise community engagement with our visual arts programme. We are ideally seeking a visual arts graduate, with experience in working in a gallery setting and experience of curation.

KEY OBJECTIVES

- Responsible, for sourcing & further developing regular monthly visual art exhibitions for Birnam Arts along with related events, talks and other visual arts engagement projects or commissions.
- To implement a programme of regular and stand-alone visual arts workshops & classes.
- To continue Birnam Arts' programme of developing and increasing artistic opportunities. Most notably residencies and practise development sessions.
- In conjunction with existing Arts Programming Manager and the wider management team, contribute towards the process of securing regular and additional funding income for the Arts Programme.
- Further develop collection of participant/artist feedback for all elements of the visual arts programme.
- Report on feedback and devise strategies to improve the experience of Birnam Arts for audiences and artists alike.

KEY TASKS

- Identify and put in place visual arts exhibitions, workshops & classes as part of the Arts Programme, including negotiation of fees and ancillary costs. Managing contract agreements with artists.
- Coordination of arrangements for visiting artists, including all related administration, contracting, and logistics
- Ensure information held and given out by the organisation is always current, relevant and accurate
- Liaise with visiting artists to secure relevant marketing materials.

- Liaise & network with other arts bodies, community arts associations, companies, funders, sponsors and partners as appropriate.
- Be aware of the organisation's Health & Safety policy, take responsibility for your own health & safety at work, and do nothing to endanger the health & safety of others

ADDITIONAL DUTIES

- Members of the Arts Team are at times appointed as the designated supervisor / coordinator in charge of junior staff or volunteers covering artistic events at the venue
- The post-holder is expected to be a key-holder for the premises, and to undertake tasks necessary to the general efficiency and smooth running of Birnam Arts

QUALIFICATIONS AND SKILLS REQUIRED

- A relevant degree or proven experience in the Visual Arts.
- At least 2 years' experience working within an arts organisation, gallery or equivalent.
- Experience in project leadership & community engagement, including evaluation, monitoring and risk management is highly desirable.
- To increase community engagement opportunities, experience of working with diverse communities is desirable.
- Experience of programme planning and coordination
- Knowledge of exhibition and workshop practice.
- Experience in budgeting is desirable.
- Experience of digital and print marketing is desirable.
- Driving licence and easy access to a car would be useful but not essential.
- A high standard of verbal and written communication, and excellent interpersonal skills
- Strong skills in a range of IT and design applications, particularly Excel is desirable
- Working collaboratively in a small team is essential.

IDEAL PERSONAL PROFILE

- A natural collaborator, self-motivated, with a positive outlook and solution focussed.
- Positive, energetic, and committed to the ethos, values of Birnam Arts; Creative, Inspiring & Different
- Ability to multi-task, prioritise competing demands and meet deadlines.
- Someone who takes ownership and responsibility and works well in a small team

ADDITIONAL NOTES & INFORMATION

- *The Arts Programme is one of the core charitable purposes of the organisation and its development and delivery are of fundamental importance to Birnam Arts. For twenty years we have delivered enviably high-quality content, and there is a clear challenge to sustain and develop this standard in an always challenging funding environment.*
- *This post, therefore, requires a genuine passion for the arts and enthusiasm for community engagement. Knowledge and interest across a spectrum of arts activities is helpful, with an ability to work within a constrained financial environment.*
- *The post requires a flexible approach and an ability to deal sensitively with a range of artist, staff / volunteer and customer issues.*

<ul style="list-style-type: none"> <i>The post-holder will be required to work outside normal office hours (Mon-Fri 9.00-5.00), including some evenings and weekends.</i> 			
Updated by	James Irvine (General Manager)	Date	17/11/2022
Reviewed by	Staff Review Panel	Date	17/11/2022
Approved by	Birnam Arts' Board	Date	17/11/2022

The position of Visual Arts Development Manager is intended as a part time role (24 hours per week) working over 3-4 days per week. Occasional evening & weekend work may be required. The role is primarily based at Birnam Arts. We are open to discussing flexible working arrangements for the right candidate.

To apply for the role, please send your CV and a covering letter to manager@birnamarts.com

The closing date for applications is **Wednesday 7th December at 5pm**

All applications will be treated in the strictest confidence. Birnam Arts is committed to creating a diverse environment and is proud to be an equal opportunity employer.

Initial short-listing of candidates will be based on the information contained in their CV and covering letter.

Candidates who are short-listed will be invited to attend for interview at Birnam Arts, with a provisional date of **Friday 16th December**