

**GALLERY AND EXHIBITIONS COORDINATOR**  
**CLOSING DATE FOR APPLICATIONS MIDDAY FRIDAY 26 OCTOBER 2018**

**About the North Wall**

The North Wall is an arts centre in Oxford established in 2006 to provide opportunities for artists, the public and young people to make and experience theatre and art of the highest quality. The North Wall is situated in the grounds of St Edward's School; the School is the venue's principal sponsor.

The North Wall has built a nationally-recognised reputation for its innovative work and emphasis on new writing. Since inception, it has programmed over 195 new plays, including debut plays of 32 new writers, and produced or co-produced 12 new productions.

The award-winning venue, includes a fully flexible theatre/performance space, a smaller studio/rehearsal space, a dance studio and a gallery.

**About the Role**

This is an exciting new role which will provide an opportunity to help shape a stand-out visual arts programme for the North Wall. The Gallery & Exhibitions Coordinator will be responsible for the delivery of a year round rolling programme of exhibitions for display in the North Wall Gallery.

The content will be drawn from visiting artists and galleries, work produced by the School's art department and annually there will be at least one 'themed' exhibition.

The post-holder will work closely with the Gallery's selection committee and will be instrumental in identifying suitable artists and artwork for display in the gallery. They will also work alongside the North Wall managers to develop an ongoing programme that complements the artistic policy of the North Wall and is in line with seasonal programming.

**Main Duties and Responsibilities**

The Gallery and Exhibitions Coordinator reports to the Co-Directors of The North Wall.

**Programming**

- Identify suitable artists and artwork for a year-round rolling programme of exhibitions in the North Wall Gallery.
- Meet with the Gallery selection committee at least four times a year and be instrumental in advocating shortlisted artists and artworks during the selection process.
- Liaise with the Programme and Marketing Manager to make sure all selection decisions are in line with seasonal programming.
- Project manage and deliver at least one 'themed exhibition' each year and liaise with appropriate personnel.
- Liaise with the School's art department to curate and display work produced by staff and pupils ensuring that the School's display needs are met, whilst adhering to the Gallery's 'house' style.

**Working with Artists and/or Galleries**

- Research new artists and topics for forthcoming exhibitions, assessing and identifying appropriate artwork for display and ensuring artistic and commercial imperatives are balanced to allow the Gallery to thrive.
- Nurture and develop relationships with new artists and work closely with existing and known artists to extend relationships.
- Liaise with artists and/or galleries to negotiate rental, commission and sales agreements.
- Communicate with artists to help manage the smooth and appropriate installation and dismantling of exhibitions.

**Themed Exhibitions**

- Liaise with the core exhibition team and source exhibition materials from a variety of organisations and maintain a list of exhibits and lenders.

- Maintain a list of exhibits and lenders, and arrange framing/display as required and within budget.
- Coordinate the drafting and approval of all Gallery information including labels, and arrange printing of exhibition information on appropriate display boards and video exhibits if required.
- Organise promotion of the exhibition, including photography, and liaise with both the School's and North Wall's communications team and external PR consultants regarding publicity, marketing and merchandising opportunities.
- Attend exhibition meetings, take minutes and provide progress reports.
- Coordinate the Private View including researching the guest list, managing RSVPs, badges, catering etc.
- Maintain records to enable a report to be written when the exhibition has ended.

### **Networking**

- Liaise with collectors and buyers.
- Invite submissions from artists, groups and training institutions, through visiting studios, graduate shows and build a network of contacts locally, regionally and nationally.
- Keep up to date with industry developments and market trends and keep abreast of artistic and funding initiatives to ensure the North Wall Co-directors can explore any possible opportunities.

### **Communications**

- Provide information to Gallery visitors and deal with other such enquiries.
- Assist with marketing, press and listings and create content for the website.
- Maintain and develop the Gallery mailing list and in collaboration with the Programme and Marketing Manager, ensure that invitations to Private Views and openings are sent out in a timely manner.
- Develop client lists by notifying potential clients of particular works and exhibitions, according to their interests.

### **Logistics and General**

- Ensure the smooth running of the Gallery.
- Ensure the Gallery walls are 'made good' between exhibitions.
- Develop and maintain a team of technicians and suppliers who could be used when necessary to assist with change-overs, maintenance etc.
- Deal with framers and other such suppliers to organise equipment hire and ensure correct installation of artwork.
- Organise Private View logistics including liaising with catering, staff and technicians.
- Attend Gallery related meetings to take minutes and distribute to relevant parties.
- Prepare, in collaboration with the FOH Manager, a brief report on each exhibition with regard to content, success and visitor numbers.

### **Duration of contract**

The successful candidate will begin work as soon as possible and the appointment will be for an initial period of one calendar year. The length of the contract will be reviewed during the year and may be extended.

### **Hours of work**

The successful candidate will be required to work 20 hours per week during both School terms and during School holidays. Attendance on 2.5 days per week is anticipated. However, a highly flexible approach to working hours will be required and working hours will vary depending on exhibitions and other uses of the gallery space. The nature of the job is that there will be periods of intense work followed by less intense periods. Commitments will involve some unsocial working hours, especially during installation and dismantling of exhibitions. Time off in lieu will be granted where the demands of the job allow - although this will vary from season to season, or even from week to week.

### **Salary**

The annual salary for this position will be £12,000 per annum (pro rata of £24,000). Salaries are paid on 25th of each month, unless the 25th falls on a weekend or Bank Holiday, in which case payment will be made on the preceding Friday.

### **Holiday**

Annual holiday entitlement will be pro rata of 25 days per year, plus bank holidays (although please note that bank holidays which occur during term time may well be working days, for which time off in lieu will be given). All holiday is to be taken at the employer's discretion and approved in advance by the General Manager.

### **Probationary period**

The appointment is subject to a probationary period of three months

### **Pension**

The post holder is eligible for membership of the School's pension scheme for support staff.

### **Sickness Benefit**

There will be an entitlement to four weeks' sickness benefit at full pay during the period of employment.

### **Notice period**

During the probationary period, employment may be terminated by either party with one week's notice. Subsequently, the minimum period of notice required on either side is one month, or a period of notice terminating one calendar year from the date the employment begins, whichever is the shorter.

### **Miscellaneous**

- Free lunches are available during times when the School's kitchens are in operation
- Following successful completion of their probationary period, staff may use the Oxfordshire Health & Racquets Club (which is situated on the School site) although this is not a contractual entitlement
- Car parking is available on-site although this is not a contractual entitlement.

### **About the Candidate**

<b>Person Specification Characteristics</b>	
Visual Art studies to at least degree level and/or an Art school qualification	Desirable
In-depth knowledge of, and an interest in, a wide variety of artistic forms, styles and media	Essential
Knowledge and experience of installing exhibitions including the ability to advise incoming artists on methods for displaying their work	Desirable
A good network of contacts among professional artists, galleries and training institutions – or the willingness to research and acquire this	Essential
A commitment to supporting emerging artists and young people	Essential
Willingness to visit graduate shows, private views and visual arts events for the purposes of recruitment and recommendation and to travel to attend meetings, and to meet artists	Essential
Willingness to work collaboratively, and within the North Wall's artistic mission and strategy	Essential
Self-motivation, and strong communication skills	Essential
Knowledge of the local/regional arts scene in Oxfordshire	Desirable
A flexible approach to working hours and the ability to work and meet deadlines	Essential
Excellent project management skills, highly organised and exemplary attention to detail	Essential
The temperament and ability to work with people in both the artistic and technical aspects of the Gallery, and to understand their roles	Essential
Committed to safeguarding children and young people	Essential
Willingness to work within the School's child protection guidance and follow relevant School procedures	Essential

### **Confidentiality and Data Protection**

In the course of their employment, staff may have access to confidential information relating to pupils, their families and other members of staff and are required to exercise due consideration in the way such information is used. Staff should not act in any way which might be prejudicial to the School's interests. Information which may be included in the category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times and staff must not use data held by the School for personal use or disclose such data to a third person/party without appropriate authorisation. All staff must take personal responsibility to help ensure compliance with

the requirements of the General Data Protection Regulation (GDPR) and the School's Privacy Notice for Staff.

### **Child Protection at St Edward's**

The North Wall is owned by St Edward's School and we are committed to safeguarding and promoting the welfare of children and young people. We aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the school must receive enhanced clearance from the Disclosure & Barring Service.

### **Health and Safety**

Under the Health & Safety at Work Act 1974 all staff must take reasonable care of their own health and safety and of others who may be affected by their actions or omissions at work and must comply with the School in its understanding of any relevant statutory provision. Staff must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

### **How to Apply**

Please send your CV and a covering letter alongside a completed application form. Application forms can be found on the School website: [www.stedwardsoxford.org](http://www.stedwardsoxford.org)

Completed forms should be emailed to [recruitment@stedwardsoxford.org](mailto:recruitment@stedwardsoxford.org), or posted to Recruitment, St Edward's School, Oxford OX2 7NN.

Please note that you will need to complete a standard St Edward's School application form. However, there will be no requirement for the Gallery and Exhibitions Coordinator to teach, or to take part in extra-curricular / sporting activities with pupils.

### **About the Selection Process**

Those candidates whose applications we are pursuing will be contacted shortly after the closing date and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee.

The formal interview will involve meetings with various colleagues and will seek to assess how well the candidate meets the requirements of the post, and will include an assessment of the candidate's suitability to work with children.

Candidates will be asked to bring with them to interview any certificates relating to qualifications mentioned on the application form and identity and proof of address documents. Any discrepancies or anomalies in the application form will be taken up at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether or not their name is given as a referee.

If you would like further information about this post, please contact the School's HR team by email: [recruitment@stedwardsoxford.org](mailto:recruitment@stedwardsoxford.org)

Closing date for applications is midday Friday 26<sup>th</sup> October 2018