

GASWORKS

Programmes Manager Job Description and Person Specification

Introduction

Triangle Network & Gasworks

Established in 1994, Gasworks is a contemporary visual art organisation that provides studios for local artists and develops a programme of artists' residencies, exhibitions, events and educational activities. Housing under one roof the various aspects of contemporary art practice —conception, production, dissemination and debate— Gasworks aims to support talent development of UK and international artists either at early stages of their career or when needing time to experiment with innovative ideas, methods and media.

Gasworks is also the hub of the Triangle Network, an international network of grass-roots arts organisations sharing the common aim to support and promote emerging talent through cultural exchange and artists' mobility. Established in 1982, Triangle's main activities include workshops, residencies, exhibitions and outreach events. Triangle also encourages peer-to-peer learning, professional development for artists and the dissemination of emerging international art practices.

Vision

Gasworks and Triangle create projects and develop partnerships at local and international level, prioritising activities that support emerging artists and peer organisations in under-represented regions or countries. International exchange is at the core of the organisation, addressing the need of emerging artists to make new work in contexts that instigate dialogue and exchange of ideas. The majority of Gasworks and Triangle's projects are open-ended, process-based and artists led. Similarly, exhibitions are generally the result of new commissioned work resulting from long-term engagement and discussion between coordinators, curators and artists.

Aims

The organisation's aims include:

- Artists' development by providing a physical and conceptual space in which to develop, discuss and disseminate emerging artists' practice.
- Champion experimentation and innovation in contemporary arts by offering resources and stimulating dialogue between artists working within different contexts and cultures.
- Challenge existing readings and re-evaluating historical debates on international contemporary art through new curatorial research and artists commissions.
- Make ambitious and innovative projects accessible to a wide audience as a means of providing the public with opportunities for experiencing and taking part in contemporary art
- Ensure the organisation's long-term resilience and sustainability through fundraising, greater visibility, stronger partnerships and mutual support.

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Gasworks is part of

Triangle
Network

Registered charity no. 326411
Registered company no. 1646688



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Job Title:	Programmes Manager
Employer:	Gasworks, 155 Vauxhall Street, London, SE11 5RH
Reports to:	Curator and Managing Director
Responsible for:	Programmes and Operations Coordinator, Intern/s, Technicians
Contract:	Permanent, 5 days per week
Hours of work:	Monday - Friday (9.30 – 6pm). Some evening work will be required, compensated by time off in lieu.
Salary:	£25,000 - £27,000 (depending on experience)
Start date:	Contract starting July 2022 with 3 months' probation

Purpose of the job

The Programmes Manager supports Gasworks' Curator with all aspects of the production, logistics and administration of exhibitions, residencies and their related programmes.

Job Description

Delivery of the exhibitions programme

Deliver exhibitions in conjunction with artists and the curator, ensuring the highest standard of quality of the install and keeping to set timelines and budgets:

- Manage exhibitions' logistics, including researching material, liaising with fabricators, managing loans, transport, insurance and condition report of art works.
- Manage installations and de-installations including line managing the Programmes and Operations' coordinator and freelance technicians.
- Carrying out risk assessments and ensure high standards, safety and access guidelines are adhered to.
- Organise professional photography and all other documentation material (prior to the opening) for each exhibition. Make the material available asap for marketing and communication purposes.
- Acting as first point of contact for general email and phone enquires about the exhibitions programme and responding where directed
- Develop and maintain partnerships with other institutions for collaborative projects
- Work closely with the curator and artists over a significant period of time to develop and realise ambitious commissions
- Manage exhibitions budgets, in consultation with the Curator. Providing Gasworks' Bookkeeper with digital records of all credit card transactions

Delivery of the residencies programme

Provide artists with pastoral support throughout their residency. Manage all logistical aspects of artists' residencies including all events and open studios:

- Managing open calls, applications, liaising with funders and organise selection panels to shortlist and select resident artists.
- Collect material and when relevant conduct interviews with visiting artists in order to produce web texts for Gasworks' website
- Issuing visa documentation, organising travel and welcome packs with the Programmes and Operations Coordinator for all visiting artists
- Ensure that the standard of upkeep of Residency House (where artists reside during their residency) is kept high. Work with the Programmes and Operations Coordinator to organise keys for artists, cleaning rotas (with external contractor) and relevant maintenance.
- Provide visiting artists with practical, pastoral and administrative support for the artists including disbursement of funds to artists and stringent budget monitoring
- Manage all areas of the residency studios ensuring upkeep of spaces
- Manage residency budgets, in consultation with the Curator. Providing Gasworks' Bookkeeper with digital records of all credit card transactions

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- Manage and run Open Studios and other residency events
- Ensure residencies events are well documented and the material is clearly available for marketing and reporting purposes
- Facilitate access to resources and other research material needed by visiting artists during their residency
- Acting as first point of contact for general email and phone enquires about the residencies programme and responding where directed
- Occasionally, organise and take part in local galleries and institutional tours with visiting artists

Fundraising and Reporting to Funders

- Assist the curator with fundraising applications and monitoring reports
- Assist with research for funding opportunities
- Maintain relationships with existing and potential funders
- Produce written reports for funded projects
- Advocate for the organisation and contribute to patrons and fundraising events

Communication and Audience Development

- Liaise with the Head of Communications and Curator to devise and deliver communications' strategy for exhibitions, residencies and events' programme
- Write and edit texts related to all aspects of the artistic programme
- Contribute to maintaining the relevant sections of websites
- Contribute to growing and maintaining Gasworks' mailing list
- Contribute to growing and maintaining Gasworks' social media platforms

General

- Manage and monitor detailed individual project budgets in conversation with the Curator and Managing Director
- Actively seek to implement Gasworks Equal opportunities policies, financial procedures and health and safety policies
- Manage the regular upkeep of Gasworks' store as well as AV and technical equipment
- Assist with the recruitment and management of interns and technicians
- Contribute to and participate in a collaborative working environment, including weekly team discussions and other conversations
- Assist Managing Director and Curator with participation programme, where relevant

This Job Description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and does not form part of the contract of employment.

Person Specification

Essential

- Experience of exhibition administration, including logistics, installations and de-installations, managing loans, transport, insurance and condition-checking
- Experience in directly supporting artists to deliver their projects
- Knowledge or keen interest of contemporary visual arts, with a keen interest in international debates, particularly around decoloniality, identity and diversity
- Experience of organising events
- Familiarity with setting up audio visual equipment
- Excellent communications skills
- Strong attention to detail
- Experience of delivering projects within budget
- Ability to multi-task, delegate and prioritise within a busy working environment
- Strong ability to build team-spirit in the work place
- Confident working independently but also as part of a small team
- Experience of line managing coordinators, interns and technicians

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Desirable

- Experience of working in a small scale arts organisation
- Experience of looking after international professionals coming to the UK
- Experience of documenting exhibitions, open studios and other events
- Experience of writing or contributing to exhibition texts
- Understanding of non-profit funding context

Equality, Diversity and Inclusion

Gasworks is committed to equal opportunities. We welcome applications from candidates of all backgrounds and are committed to building a diverse workforce. We particularly encourage applications from Black, Asian and ethnically diverse candidates, and disabled candidates, who are currently under-represented in employment within the visual arts.

Gasworks is fully accessible and compliant with the Equality Act 2010. We are a Disability Confident committed employer and guarantee to interview anyone with a disability whose application meets the minimum criteria for the post. By 'minimum criteria' we mean that the individual must provide us with evidence in their application form, which demonstrates that they meet the qualifications, skills or experience defined as essential in the Person Specification.

The selection process will include a written cover letter, equality and diversity monitoring form (completed online) and a panel interview. If you require any different arrangements at any stage of the selection process, please contact Laura Hensser on laura@gasworks.org.uk

Benefits

- 25 days of annual leave, plus UK public holidays
- Employer pension contribution of 5% of eligible salary
- Use of the Gallery's ICOM membership card, providing free entry to a range of arts organisations across the UK and internationally
- Discounts on Gasworks' limited edition prints
- Training and mentoring opportunities

Application Procedure

Your application should include in a single PDF:

- A current CV
- Cover letter outlining your suitability for the role and addressing the person specification requirements
- Completed Equality and Diversity Monitoring form [here](#)

Please upload your application through Gasworks Website's portal. Applications that do not follow this format will not be considered. Please note that there is a 10MB limit on pdf submissions. If your file is not in pdf format or is over 10MB you will not be able to submit it.

Gasworks is committed to equal opportunities in recruitment and employment.

Deadline for applications: Monday 23rd May, 10am

Interviews will be held during the week commencing: Monday 6th June 2022

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