

*Centrala*



## **ART PROGRAMME COORDINATOR: JOB DESCRIPTION**

### **Terms and Conditions**

The above position is offered on a 4-year contract for three days per week and carries an initial three-month probationary period. During the contract notice of one month (during probationary period) or two months (during the remaining contract period), must be given by its employees to Polish Expats Association and shall be given by Polish Expats Association to its employees with regards to the termination of employment.

The above details and the job description for the position of Art Programme Coordinator are a guide to the nature of the work required. They are not wholly comprehensive or restrictive and do not form part of the contract of employment.

### **Programme and Events**

- Coordinate and delivery of Centrala's programmes and associated events; to oversee the planning and production of new commissions of artists work (including the production of limited edition prints) and the realisation of the exhibition and events programme.
- To share the management of projects in the programme with Centrala Gallery Manager, each taking a lead on specific projects, as assigned by the Director
- To coordinate technical staff as necessary during the installation and de-installation of exhibitions
- To coordinate exhibition previews and other events and activities in conjunction with the Director; Programme Assistant and Collaborative Projects Curator
- To be responsible for organising and maintaining archival documentation of the exhibition and events programmes
- Undertake exhibition and programme-related research

### **Fundraising**

- To work with the Director to identify and research funding opportunities. To prepare, write and present funding applications and reports, both for the exhibition programme and the gallery's core activity
- To develop and co-ordinate fundraising, working to an agreed fundraising strategy, targeting non-statutory, statutory and corporate funding streams

- Ensure all reports to non-statutory and statutory funding bodies comply with grant claim deadlines and requirements
- To manage such projects where appropriate

### **Finance**

- To manage project budgets and to undertake financial administration for project expenditure in collaboration with Finance Co-ordinator

### **Production, Advertising, Listings and Website**

- To assist with the production and design of publicity and marketing material including exhibition preview invitations, advertisements, publications, liaising with designers, authors, printers, photographers etc., as well as editing and proofing texts
- To assist in writing press releases and working with other colleagues in coordinating press and media campaigns and communicating with any PR and/or media agency employed by PEA
- To help maintain Centrala mailing lists and coordinate e-mail mail outs for exhibitions and events
- To help manage Centrala's website and social media in conjunction with other colleagues
- To prepare in conjunction with external evaluator evaluation strategy and report to Arts Council and other funders as required
- Coordination of exhibition catalogues with other colleagues, artists and designers
- To prepare annual report of Centrala

### **Supervision and Management – staff, consultants and volunteers**

- To directly manage, supervise, and support the Programme Assistant, and any consultants and volunteers at Centrala
- To ensure that clear records of supervision sessions are kept.
- To undertake regular supervisions

### **Relationship Management**

- To develop appropriate partnership management mechanisms, with key partners, stakeholders, funders, and sponsors
- To develop a broad network of regional/city/sector-wide project stakeholders
- To develop strategic contacts to advocate for promotion of CEE Art in the UK

- Contribute towards integration and inclusion strategy of PEA

### **General**

- To take care of all administration related to your projects and areas of responsibility
- To promote and maintain productive relations with all external stakeholders, including artists, galleries, curators, critics, funders, educators, etc.
- To represent the gallery at external meetings, seminars, conferences and exhibition openings, as required
- To assist with the day-to-day management and administration of the gallery, reporting to the Director
- To help with the day-to-day management of the building, reporting to the Director
- To work with the Director on recruiting, briefing and managing the team of Gallery Assistants and other temporary staff, interns and volunteers
- To undertake any other duties as may be reasonably required by the Director and the Board of Directors
- To undertake training as required
- To take an active role in regular staff meetings, supervision and training.
- To contribute as a member of the team to the development and implementation of policies of Centrala
- To carry out any other reasonable tasks as requested by the Director of Centrala
- To work flexibly including some evenings, nights and weekends

### **Flexibility**

Flexibility is required to work some evenings and weekends depending on programmed events. Duties may vary as a result of changes in circumstances. A degree of flexibility is therefore needed.

## **ART PROGRAMME COORDINATOR PERSON SPECIFICATION**

### **It is essential that you have**

- A good knowledge of, and familiarity with, current visual arts practice and the contemporary arts sector
- Good understanding of Central and Eastern European Art history and contemporary art scene

- At least two years arts administrative or project-coordinating experience and knowledge of the public or voluntary sector
- Proven good administrative, organisational and interpersonal skills: including word- processing, database and spreadsheet computer literacy (especially Microsoft Word and Excel, for Macs)
- Initiative and the ability to learn quickly as well as adopt and develop established working practices and procedures
- Excellent oral and written communication skills
- The ability to work well and motivate others as part of both a hard-working team and independently
- Experience of managing a small team of volunteers or workers, including the preparation of working schedules and rotas
- The ability to represent Centrala and be able to communicate at all levels with the Board of Directors, colleagues, artists, sponsors, funding bodies, press and the public
- A full commitment to the aims and activities of PEA and Centrala
- A commitment to Equal Opportunities and Cultural Diversity
- Ability to work under pressure and prioritise a varied workload
- Highly organised
- Open minded and enthusiastic
- Ability to work evenings and weekends
- Ability to travel internationally
- Knowledge of new technologies and lens-based media

**It is desirable that you have**

- A good knowledge of, and familiarity with, the arts funding system
- Experience of events planning and management
- Experience and success writing funding applications
- Experience of contributing towards and implementing press and marketing campaigns
- Experience of producing publications
- Experience of working with artists, including installation of work, negotiation of contracts and dealing with press enquiries

- Experience in producing and keeping to budgets
- Knowledge of Adobe Photoshop/Illustrator and updating websites
- It would be advantageous to speak one of the Central and Eastern European languages

PEA is a growing organisation. This job description will be periodically reviewed with the post holder to take account of changing demands.

Thank you for your interest in PEA.