

Raven Row (Interim) Gallery Manager

Hours of work:	3 days per week, 9.45am – 6.15pm occasional evenings and weekends, with TOIL for time worked at weekends and bank holidays
Reporting to:	the Director
Responsible for:	Raven Row part-time staff, cleaning staff, (and visiting contractors)
Salary:	£32,000 pro rata
Holidays:	25 days pro rata
Commencing:	February 2019

Job Description

There will be a need for flexibility and adaptability regarding responsibilities.

The main duties of the Gallery Manager are set out below, although additional or other duties may also be necessary to meet the needs of the organisation.

Representing Raven Row

- Answering the phone, managing enquiries including press, academic and curatorial enquiries, in collaboration with the Director
- Managing and answering the main Raven Row info email, including responding to emails to the Director at this address.

Liaison with resident groups and organisations

- Organising occasional residents' meetings and communal events. Writing up minutes and responding to action points
- Working with resident groups to address problems and solve issues in the building
- Responding to ad hoc requests, including AV requests
- Overseeing the online booking system for the workshop spaces
- Organising the annual (June – September) selection of groups and organisations who will take residencies and use the workshop spaces
- Liaising with occasional users of Raven Row's own office desks.

Managing staff

- Recruiting and inducting new part time assistants and caretakers
- Managing staff rotas
- Managing cleaning staff
- Responsible for HR correspondence and administration.

Building maintenance

- Opening and closing the building, or managing the staff responsible for this
- Overseeing cleaning staff, and being ultimately responsible for the maintenance of Raven Row's communal areas including several kitchens, two workshop spaces, meeting rooms and toilets
- Some hands-on work, e.g. changing light bulbs, putting out rubbish etc
- Responsible for organising and maintaining Raven Row's store rooms (and pre-existing archives)
- Liaising with Raven Row currently small number of contractors, commissioning and overseeing contractors and suppliers.
- Being responsive to issues and problems as they occur, fixing technical faults or coordinating necessary maintenance
- Responsible for the upkeep of Raven Row's apartment, ensuring it is well-prepared for guests
- In the rare case of emergencies, being on-call outside of regular hours
- Being mindful of health and safety.

Office and financial management

- Monitoring all areas of the gallery's finances, with the support of the bookkeeper
- Responsible for wages, keeping records of all invoices, petty cash and other expenditure
- Managing bank accounts
- Responsible for occasionally liaising with Raven Row's Accountants, Auditors, Companies House and the Charities Commission
- Managing upkeep of IT systems
- Managing office supplies.

Website management

- Responsible for ad-hoc website updates and working with the Director on occasional mail outs
- Updating the website, and working with technicians and assisting the Director in its ongoing re-design.

Events

- Liaising with (a set number of) external groups booking the workshop space
- Providing technical support for groups using workshop space, as and when required
- Overseeing the online booking system, Skedda

- Managing very occasional events for Raven Row
- Ensuring external groups are mindful of health and safety.

Working with the Director

- Assisting the Director with the delivery and administration of his role as and when required.

Artist Liaison and Accommodation

- Arranging occasional incoming travel for artists and curators (and allocating per diems etc.)

Person Specification

Essential

Experience in a similar role

Demonstrable interest in contemporary art and visual culture

Ability to be systematic, pro-active, and responsive

Attention to detail

Willingness to work independently

Staff management skills

Interpersonal skills

Verbal and written communication skills

IT skills and the ability to troubleshoot computer and communications equipment

Desirable

Experience of financial management and knowledge of Sage

Knowledge of and ability to install AV equipment