

## **Raven Row: Communications and Publications Manager**

Reporting to:	The Director
Responsible for:	Communications, Publications and Events Assistant
Hours of work:	Full time, 10am-6pm Monday to Friday, occasional evenings and weekends, with TOIL for time worked at weekends and bank holidays
Salary:	42-46k, depending on experience
Holidays:	25 days plus bank holidays

Raven Row, an internationally recognised contemporary art exhibition space (with charity status) in Spitalfields, London, is preparing to resume its programme from January 2023. It is seeking a Communications and Publications Manager.

The Communications and Publications Manager will work alongside a small team to deliver Raven Row's programme, which is tightly focused around four exhibitions per year.

Reporting to the director – and managing the Communications, Publications and Events Assistant – the Communications and Publications Manager will oversee the description and promotion of Raven Row's exhibitions to relevant audiences as well as the production of exhibition guides and signage.

The Communications and Publications Manager will be responsible for developing Raven Row's approach to audience development, principally online, occasionally liaising with an external consultant.

Raven Row hosts an occasional events programme (limited by lack of dedicated space). For any events, the Communications and Publications Manager is responsible for initiating contact with speakers, performers etc, and for overseeing the general management of events by an assistant.

As Raven Row is a small organisation, additional duties beyond those listed below may occasionally be required.

To apply, please submit:

- One-side A4 cover letter describing your suitability for the position
- Full CV, including contact details of two referees (who would be contacted only at interview stage).

Applications to be sent to: [vacancies@ravenrow.org](mailto:vacancies@ravenrow.org)

Please note that telephone enquiries cannot be taken about the role.

Late or incomplete applications will not be considered.

**Deadline for applications: 10am, Monday 4 July 2022**

Raven Row will acknowledge receipt by email of complete applications received by the deadline. Interviews will be held on Thursday 21 July. Raven Row regrets that it cannot provide feedback to applications which have not been shortlisted for interview.

Raven Row is an equal opportunities employer and values diversity in all forms.

Raven Row is a grade 1 listed building, and unfortunately access to the offices is only possible by staircase (while galleries on the ground floor are wheelchair accessible).

Raven Row's team will otherwise consist of a director, exhibitions organiser, head technician, and gallery manager, as well as one or two assistants (in communications, publications and events). A further role in education is currently being considered. Exhibitions are either curated by the director, or most often in dialogue between the director, artists and external curators.

## **Job Description**

### **Exhibitions**

- Overseeing the production of printed material for exhibitions – exhibition guides and handouts, as well as signage and graphic identity – working principally with the director and external graphic designers
- Managing tight production schedules of all communication material in print and online
- Overseeing relationships between Raven Row and contributors to exhibition guides
- Overseeing the recording of exhibitions, mainly in photography

### **Writing, editing and proofing**

- Producing interpretative texts about Raven Row in general, and for exhibitions, with Raven Row's team alongside artists and curators
- Editing and proofreading all texts

### **Audience development, digital, and press**

- Overseeing the production of online content, and the maintaining of Raven Row's website, managing an assistant to deliver this
- Delivering a focused audience development strategy - principally using social media – for Raven Row's exhibitions. Occasionally liaising with an external consultant, and working with an assistant towards this
- Ensuring timely production of press releases and other material, including images, for general and press circulation
- Initiating and Maintaining a network of contacts in art world press and marketing, taking part in occasional promotional events
- Responding to press enquiries

### **Events**

- Overseeing the events programme
- Coordinating those delivering the events (speakers, performers, etc.)

### **Working with a full time Assistant**

- Picture research: liaising with galleries, curators, artists and event speakers for permission to use images in print and online
- To produce all additional signage and printed material for exhibitions
- To distribute and refresh all exhibition listings information
- To use social media and digital platforms strategically
- To produce online content for website and social media
- To respond to press enquiries
- To manage events
- To maintain a relevant and well archived website
- To maintain an email database
- To maintain an archive of Raven Row's exhibitions, for press, artists, online etc.

### **Person Specification**

The ideal candidate will be someone who:

- Enjoys thinking about contemporary art and is able to communicate about it to diverse audiences with clarity.
- Has at least two years experience working in fields relating to communication and/or publishing about contemporary art.
- Can demonstrate experience of working to tight deadlines.
- Is an experienced and sensitive editor.
- Has experience writing about art.
- Is interested in cultivating a network of contacts within contemporary art and the artworld.
- Works well within a small, collaborative team.