

## **Job title: Castlefield Gallery Associates Coordinator**

### **Terms and conditions**

Contract: Permanent

Salary: £18,950 pro rata (£7,579 per annum based on 0.4 / 2days per week)

Hours: 0.4 / 2days per week (based on a 40hour week), office hours are 10am-6pm

Holidays: Based on 28days pro rata

**Closing date for applications: Thursday 19 August 2021, 12noon**

### **About Castlefield Gallery**

At Castlefield Gallery, we make new art possible. We support artists and creatives living and working in Greater Manchester and the North of England, helping them not only to make art, but to make a living.

We do this through:

- Free exhibitions, events and commissions (in the gallery, in public spaces, and in collaboration with other arts organisations)
- Dedicated careers support (including international residencies)
- A subsidised artist Associates scheme with over 200 members
- The provision of low-cost project and artist spaces across the North West
- Collaboration with universities, which includes annual graduate programmes and mentoring
- Thought leadership (from advocacy for artists and work with local communities, to tackling social issues through art, such as ageism)
- Art sales
- Nurturing new and diverse audiences for contemporary visual art

Over the past 35 years, we have established an international reputation for our work, and many of the artists we have supported have gone on to achieve successful careers in the visual arts. Artists have always been the focus of all that we do, and our vision is to make it possible for more artists, from a greater diversity of backgrounds, to build a successful career while living and working in the North of England.

We are a purpose-led charity that exists to generate a positive impact in our sector and in our communities. We are also a female-led organisation, one that strives to be genuinely representative of the communities we serve. We actively set out to address the imbalances we see in our sector and beyond, particularly in relation to age, class, disability, ethnicity, gender and sexuality.

**Funders and supporters:** Castlefield Gallery is an Arts Council England National Portfolio Organisation 2018-2022, and a Manchester City Council Cultural Partner.

*“Castlefield Gallery is the centre to the periphery, which in my thinking is the best position to work from and where I want to be. Castlefield Gallery oozes with explorers and pioneers, and understands that the currency of a scene is its ability to import and export culture, not sit stagnant in its own melting pot.”***Castlefield Gallery Artist Patron, Ryan Gander, OBE.**

[www.castlefieldgallery.co.uk](http://www.castlefieldgallery.co.uk)

## **About the role**

**Castlefield Gallery Associates** is a membership scheme set up in 2012 for those working in the field of contemporary art. The scheme provides members with information, skills and advice, and practice and career development opportunities. It gives members access to resources and critical dialogue, and to opportunities such as research trips, exchanges and our New Art Spaces. Castlefield Gallery Associates is shaped by its members. The scheme brings practicing artists, writers, curators and producers together to build a constructive, focused, support network of creatives. Many of our activities are led by our members, and respond to their practice and career needs.

## **What we are looking for**

We are looking for a creative individual. Ideally you will be an artist or creative yourself. You will be knowledgeable about contemporary visual art and enthusiastic about developing people. You will be a skilled, confident communicator, effective at inspiring others. You will be able to drive and deliver a busy and exciting programme. You will need to work to deadlines whilst having an eye for detail. You will be a highly organised and motivated individual. You will be skilled at, and happy working collaboratively and independently. We are a small team but we aim high!

We are looking for someone who can demonstrate a clear understanding of why it's important Castlefield Gallery's activities are relevant to the world around us. You will be committed to the principles of equality and inclusion.

We highly recommend you familiarise yourself with Castlefield Gallery and our programme before making an application. For more information, visit [www.castlefieldgallery.co.uk](http://www.castlefieldgallery.co.uk)

## **Job title**

Castlefield Gallery Associates Coordinator

## **Job summary**

Responsible for the planning, development, co-ordination and delivery of Castlefield Gallery Associates. Employed by Castlefield Gallery, the post-holder is responsible to the Castlefield Gallery Director and Artistic Director.

## **Working arrangements**

Working from Castlefield Gallery Manchester city centre offices and gallery, with some home and offsite working. For this reason, the post-holder will need to be resident in Greater Manchester, the North West of England or near to the North West with access to reliable transport. The role demands some evening and weekend working, and being part of a weekend rota. Wherever possible Castlefield Gallery accommodates for flexible working and reasonable adjustments.

## **Job Description**

### **Main responsibilities**

#### **Associates membership research, planning and development:**

- plan and programme Castlefield Gallery Associates activities and services, including but not limited to: monthly Associates sessions; opportunities & announcements bulletins; 1-2-1 mentoring sessions
- identify, plan and programme additional opportunities, from research trips, to exchanges, and 1-2-1 crits with specialists and invited guests
- develop strategies for, and encourage peer to peer relationships and support
- plan and support processes towards annual Associates members' exhibitions
- be proactive in maintaining knowledge, including by developing appropriate relationships external to Castlefield Gallery
- ensure the Associates programme is informed by current practice and carer development needs of contemporary visual artists, curators and writers, particularly those living and working in the North West of England
- develop the Associates membership scheme in line with Castlefield Gallery's charitable objectives and company policies, with particular reference to the gallery's commitment to equality and inclusion and environmental sustainability
- regularly consult with members to inform qualitative understandings of the impact of the Associates programme, combining this and quantitative data collection to use in evaluating and developing Castlefield Gallery Associates
- maintain high standards in monitoring and reporting for the Associates programme

**Associates programme co-ordination and delivery:**

- co-ordinate and deliver the Associates programme of activities, services and opportunities
- co-ordinate regular Associates one to one advisory sessions with members of the Castlefield Gallery team
- co-ordinate and be responsible for Associates members' joining processes, renewals, and maintaining membership records
- work within budget in co-ordinating all financial activities and agreements for the Castlefield Gallery Associates programme, including communicating with members about their subscriptions
- be responsible for the co-ordination of the Castlefield Gallery Associates area on the Castlefield Gallery website
- be responsible for the co-ordination of Castlefield Gallery Associates communications, digital and non-digital
- be responsible for coordinating and managing effective external relationships, especially in support of Associates benefits and with members themselves

**Working collaboratively:**

- work collaboratively to develop Castlefield Gallery Associates; with particular reference to working with programming, communications and audience development, Castlefield Gallery New Art Spaces staff leads
- work collaboratively with the Castlefield Gallery & Volunteer Coordinator and Finance Coordinator to ensure the effective co-ordination and administration of the programme
- working collaboratively, and effectively support Castlefield Gallery placements and volunteers

**General duties:**

- be proactive in ensuring understanding and application of the principles of equality and inclusion to your role at Castlefield Gallery
- operate within and to high standards regarding all policies and procedures at Castlefield Gallery
- maintain excellent standards with regards to all role-related financial and contracting activities
- work as a collaborative and effective member of the Castlefield Gallery team, including being part of the office and gallery rota
- be responsible as a key-holder for the gallery and premises, ensuring the safety and security of the gallery and its contents
- when working front of house, welcome and support visitors, and provide gallery and programme information to the public
- carry out art sales by cheque, cash and other methods of payment
- work as part of a team, being collectively responsible for the upkeep of the gallery, keeping the public and back of house areas safe, clean and tidy
- positively contribute and engage with Castlefield Gallery internal meetings

- be proactive in advocating for Castlefield Gallery's work, and maintain high standards in representing the gallery in all forms of communication
- liaise effectively with Castlefield Gallery key stakeholders, especially artists
- work weekends and evenings and on occasion undertake travel, including national and international, as required.

This job description cannot be considered to be exhaustive and other duties will be determined by circumstances as and when required

## Person Specification

### Essential knowledge of or experience:

- contemporary visual art, design and culture, particularly regarding artist communities in the North West of England and UK;
- the needs of, and practice and career opportunities for, contemporary visual artist, curator and writer communities in the North West of England and the UK
- working in a similar role, developing artist peer-to-peer interaction, encouraging mutual aid
- working in a similar role planning and delivering artistic programmes and events
- setting, working within and managing budgets

### Essential skills:

- excellent communications skills, across all forms of communication
- able to work effectively in collaboration and when delegating, whilst being able to work independently, demonstrating responsibility
- excellent administrative and organisational skills, able to prioritise competing deadlines and demands
- able to work to high standards, with an eye for detail
- strong financial and budgetary skills
- ability to be responsible for and deliver data collection, and evaluation
- strong IT and digital skills and willingness to learn and apply new programmes
- understanding of and commitment to equality and inclusion
- understanding of and commitment to environmental sustainability
- willingness to adhere to gallery policies and procedures, supporting others to do the same
- willingness to work evenings, weekends and with flexibility, including being part of a staff rota

**Desirable:**

- practicing visual artist, able to demonstrate 3-5 years minimum of professional practice in the field of contemporary visual arts
- experience of promoting and communicating events
- experience of working for a charity or third sector organisation
- experience of working for an arts and cultural organisation
- experience of co-ordinating and delivering group activities including travel
- experience of handling digital transactions, cash, and other forms of sales

**How to apply**

Applications should consist of:

- 1) A covering letter stating why you have applied. The letter should also clearly outline how you meet the person specification, what qualities and experience you will bring to the role if appointed, and how you will deliver the role as outlined in the job description
- 2) A current CV that includes your personal information, your employment history (including dates, duties, reasons for leaving) and the names and contact details of at least two referees, one of whom should be your current or most recent employer

Please send your application to [recruitment@castlefieldgallery.co.uk](mailto:recruitment@castlefieldgallery.co.uk)

Or send your application by post to Recruitment, Castlefield Gallery, 2 Hewitt Street, Manchester M15 4GB, U.K.

We also request applicants complete an Equality Monitoring Form which is anonymised and can be completed via this link [Castlefield Gallery Diversity Monitoring \(google.com\)](#)

**Closing date for applications: Thursday 19 August 2021, 12noon**

Late applications will not be considered.

**Interview date: Monday 6 or Tuesday 7 September 2021**

**Location**

Castlefield Gallery, 2 Hewitt Street, Manchester, M15 4GB, Manchester or via video conference. If you have specific access requirements, please be in touch.

**Start date**

As soon as possible after an offer is made and an appointment is confirmed, especially for handover, and no later than the week of 4 October 2021.

If we have not contacted you by 6pm on Wednesday 25 August 2021, we thank you for your application, but are sorry you have not been selected for interview on this occasion. We are unable to commit to providing feedback to applicants that do not progress to interview stage.

## **Equal Opportunities**

Castlefield Gallery is an Equal Opportunity Employer and will not accept unfair discrimination or less favourable treatment on the grounds of race, sex, gender, sexual orientation, age, religion or belief, disability, marriage and civil partnership, gender re-assignment, pregnancy and maternity or trade union activity. Castlefield Gallery's Equality Policy is underpinned by the Equality Act (2010) which provides a legal framework to protect people from discrimination, harassment and victimisation in the workplace and wider society. Castlefield Gallery is committed to the promotion of equal opportunities in all aspects of our work, including management, employment practices with both paid workers and volunteers, access to services and service provision. We fully support the principles of equality, diversity and inclusion. We recognise that groups and individuals in society are disadvantaged due to discrimination directed against them by both direct and indirect discrimination.

We aim to remove any barriers, bias or discrimination that prevents individuals or groups from realising their potential and to develop organisational cultures that positively value diversity. Our venue is fully wheelchair accessible and assistance dogs are welcome.

We are aware that not everyone has internet access and access to IT equipment at home, and will take steps to make sure that this is not a barrier to applicants.

If you have access needs and wish to discuss alternative ways of applying for this opportunity, please contact [recruitment@castlefieldgallery.co.uk](mailto:recruitment@castlefieldgallery.co.uk) or phone 0161 832 8034 and ask for Leslie Remonato. If our offices are closed and/or we cannot respond immediately, please leave a message clearly stating the nature of your call, your full name and contact details so we can get back to you. We will endeavour to respond within 48hours or sooner.

**Thank you for your interest in Castlefield Gallery**