

Job title: Castlefield Gallery New Art Spaces & Operations Coordinator

Terms and conditions

Contract: Fixed term 12 months contract with possible extension

Salary: £20,800

Hours: Full-time (based on a 40hour week), office hours are 10am-6pm

Holidays: 28days and Bank Holidays

Closing date for applications: Sunday 22 May 2022, 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 to make art and sustain their careers.

We do this through:

- Free exhibitions, events and commissions (in the gallery, in public spaces, and in collaboration with our partners and collaborators)
- Dedicated practice and careers support (including artist residencies)
- A subsidised artist Associates scheme with over 240 members
- The provision of low-cost project and artist spaces across the North West
- Collaboration with universities, including annual graduate programmes and mentoring, as well as collaboration with other formal and informal learning providers
- Thought leadership (from advocacy for artists and work with local communities, to tackling social issues through art and cultural activity, such as ageism)
- Art sales, collector and collections development activities
- Nurturing new and diverse audiences for contemporary visual art.

Over the past 38 years, we have established an international reputation for our work, and 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. We work to ensure the diversity of our communities is reflected in our organisation and our activities, with particular reference to age, disability (especially learning disability), race & ethnicity. Our work is guided by the foundations of our female led status and commitment to social justice.

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

About the role

Castlefield Gallery New Art Spaces provides production and project spaces at no or minimal costs to artists and creatives in and around Greater Manchester and the North West of England. Whilst not exclusively, many of those accessing these spaces are Castlefield Gallery's Associate members. Key to coordinating New Art Spaces is working closely with individual artists and creatives, as well as arts, cultural and community collaborators and partners. The role also demands that the post-holder is adept at identifying, developing and maintaining strong working relationships with a diversity of key stakeholders (from local authority, education, health, and community collaborators, to arts and cultural sector and private sector operators including developers). To successfully coordinate New Art Spaces, the post-holder will be driven by a strong interest in their work benefitting creative and local communities where New Art Spaces are located. The Castlefield Gallery New Art Spaces & Operations Coordinator ensures the charity's main premises in Manchester city centre are well run and cared for, and are accessible, inclusive and safe creative environments for workers, artists, audiences and participants alike.

What we are looking for

We are looking for someone with strong knowledge and experience of working with buildings and facilities, as well as supporting company operations. You will enjoy working with and be interested in developing people. You will be a skilled, confident communicator, able to understand and work towards bigger picture goals whilst also having an eye for detail. You will need to work to deadlines and be a highly organised and motivated individual. You will need to be happy working collaboratively as well as adept at working independently. You will be enthusiastic about all forms of creativity and in particular the visual arts. We are looking for someone who can demonstrate a clear understanding of why it is 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

Job title

Castlefield Gallery New Art Spaces & Operations Coordinator

Job summary

Responsible for coordination of Castlefield Gallery New Art Spaces and Castlefield Gallery main premises operations. Employed by Castlefield Gallery, the post-holder is responsible to the Castlefield Gallery Director & Artistic Director and the Castlefield Gallery Curator & Deputy Director.

Working arrangements

Working from Castlefield Gallery Manchester city centre main premises and mobile working across regional Castlefield Gallery New Art Spaces sites, with occasional home 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

Castlefield Gallery New Art Spaces

- Research, broker and coordinate Castlefield Gallery New Art Spaces activity across Greater Manchester and the North West of England.
- Establish, cultivate and support artists and creative communities at Castlefield Gallery New Art Spaces. Work collaboratively with individual artists, independent creatives and arts, cultural and community collaborators and partners to do this.
- Develop and maintain strong working relationships with key stakeholders essential to delivering New Art Spaces (from local authority, education, health, and community collaborators, to arts and cultural sector and private sector operators including developers).
- Coordinate and process all New Art Spaces agreements, from property leases and rates applications, to occupant applications, licences and permissions.
- Coordinate all New Art Spaces viewings, assignment of spaces, issuing of keys and deliver inductions, as well as coordinate a wider calendar of projects/events.
- Work to ensure New Art Spaces benefit creative and local communities whilst also enhancing their immediate locations.
- Be the point of connection between New Art Spaces occupants and projects with the wider Castlefield Gallery team and programme.
- Be the point of connection between New Art Spaces and Castlefield Gallery's environmental sustainability activities and commitments.
- Work collaboratively with Castlefield Gallery Communications and Audience Development to support content creation and ensure impactful New Art Spaces marketing, communications and advocacy.
- Ensure New Art Spaces are accessible, inclusive, safe and creative spaces that can effectively support the activities of artists, audiences and participants alike.

- As the main point of contact for New Art Spaces occupants and projects, effectively support access and ensure occupants and projects adhere to and understand health and safety requirements, procedures and processes.
- Coordinate and deliver New Art Spaces Health & Safety and security compliance whilst also overseeing maintenance and systems that support their operation including planning and implementing servicing, repair and renewal works.
- Travel and work between New Art Spaces to conduct or support others including contractors, to undertake fire, health & safety risk assessments, ensuring risk mitigations are actioned and plans are in place to deliver robust risk management, including for fire evacuation.
- Where applicable, act as an out-of-hours emergency contact for New Art Spaces.
- Coordinate New Art Spaces finances, including establishing and communicating income and expenditure costs for each property, and work collaboratively with the Castlefield Gallery Finance Coordinator to ensure timely incoming and outgoing New Art Spaces transactions.
- Ensure strong financial administration of Castlefield Gallery New Art Spaces, in particular tracking and monitoring related income and expenditure.
- Collect, manage and report New Art Spaces data – qualitative and quantitative, and prepare related reports as required, including for both internal and external use.

Castlefield Gallery main premises and operations:

- Ensure Castlefield Gallery main premises are accessible, inclusive, safe and creative spaces that can effectively support the activities of artists, audiences and participants alike.
- Coordinate and deliver all main premises security and Health & Safety compliance whilst also overseeing maintenance and systems that support their operation including planning and implementing servicing, repair and renewal works.
- Act as the primary out-of-hours emergency contact for Castlefield Gallery premises, and as part of a whole staffing team emergency call out register, working effectively with the main premises external security contractors.
- Conduct and support others including contractors, to carry out fire, health & safety checks, tests and conduct risk assessments, ensuring risk mitigations are actioned to deliver robust risk management.
- Support others to understand and enact their responsibilities in ensuring they follow fire, health & safety and security procedures and processes.
- Contribute to ensuring company handbooks and relevant company policies are kept up to date and are effectively communicated.
- Lead main premises key-holder and fire, Health & Safety inductions for new starters and ensure updates to induction processes are fed into volunteer induction and placement inductions.
- Coordinate staff training, in particular fire, health & safety and IT training. Ensure all staff are up to date with Fire Marshal and First Aider training (all staff are trained Fire Marshal and First Aiders).
- Be the lead Fire Marshal for the main premises, and in doing so be responsible for keeping up to date and communicating the main premises fire evacuation plan.

- Be the lead First Aider for the main premises, and in doing so ensure the gallery's first aid supplies are well maintained and incidents are promptly and accurately recorded.
- Ensure that the main premises, in particular the offices and public areas of the main galleries, are appropriately resourced and signage is well looked after.
- Ensure office systems and equipment are appropriate, in place, run smoothly, liaising with external IT, communications and other service providers as applicable.
- Coordinate the general upkeep of back of house areas, cleaning rota, waste management and recycling processes, with the support of all team members, external services and suppliers.
- On an approximate quarterly basis set the main premises rota through rota meetings, ensuring the rotas are recorded in shared online calendars, and monitoring the main premises and events are appropriately staffed.
- In respect of the rota and staffing events, work effectively with the Director & Artistic Director regarding annual leave and premises closure periods as well as the Castlefield Gallery & Volunteer Coordinator.
- Manage main premises hire enquiries, and work with others in leading the promotion, booking and delivery of gallery hires.
- Support, and at times lead, main premises and operations related applications, agreements, permissions and licence processes, including contributions to Castlefield Gallery premises development plans.
- Coordinate main premises and operations finances directly applicable to the role's primary responsibilities, working collaboratively with others to ensure timely incoming and outgoing transactions.
- Ensure strong financial administration of main premises and operations finances, specifically those directly applicable to the role's primary responsibilities.
- Take a role in ensuring the delivery of the Castlefield Gallery Environmental Sustainability Action Plan and Policy, in particular support the collection and collation of data relevant to the role and take a proactive approach to Castlefield Gallery working with green suppliers.

Working collaboratively:

- Work collaboratively to develop and deliver Castlefield New Art Spaces, with particular reference to working with the Castlefield Gallery Director & Artistic Director, Castlefield Gallery Associates Coordinator and Programme Team, and Communications and Audience Development Coordinator.
- Work collaboratively with the Castlefield Gallery Curator & Deputy Director, the Castlefield Gallery & Volunteer Coordinator and the Communications & Audience Development Coordinator, to ensure the effective operation of Castlefield Gallery main premises.
- Work collaboratively with the Castlefield Gallery Director & Artistic Director, the Curator & Deputy Director, and other team members as required, to ensure the effective delivery of Castlefield Gallery's wider operational needs.
- Work collaboratively with the Castlefield Gallery Finance Coordinator to ensure the effective financial administration and coordination of Castlefield Gallery's buildings and operations.

- Work collaboratively with Directors and Trustees of Castlefield Gallery where applicable.
- Work collaboratively to support and engage Castlefield Gallery placements and volunteers.

General duties:

- Be proactive in ensuring understanding and application of the principles of equality, diversity and inclusion to your role at Castlefield Gallery.
- Act as a Fire Marshal and First Aider (training provided).
- Operate within and to high standards regarding all policies and procedures at Castlefield Gallery.
- Manage, collect and report on project data that supports your areas of responsibility.
- Prepare project and activity reports for internal and external uses.
- Maintain excellent standards with regards to all role-related financial, procurement and contracting activities.
- Work as a collaborative and effective member of the Castlefield Gallery team, participating in staff meetings, away days and supporting the delivery of Castlefield Gallery events, especially exhibition and major project launches.
- 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, conduct visitor surveys, encourage feedback and track attendance.
- When working front of house 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.
- 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.
- Support the activities of Castlefield Gallery placements and volunteers and be committed to life-long learning.
- Be part of a Castlefield Gallery rota system which includes some weekend and evening working, and on occasion undertake travel 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 experience:

- Experience of managing or assisting with the management of buildings/venues or equivalent experience.
- Experience of working to develop and support people, including guiding them to use facilities well, enabling them work safely, and/or learn new skills.
- Experience of working with artists and creative projects, particularly regarding artists and creative communities in the North West of England, or a demonstrable interest in developing this experience.

- Demonstrable knowledge and experience of Health & Safety, security, fire safety and access processes, risk assessments and developing policies and procedures.
- Experience of coordinating and supporting business and venue operations.
- Experience of maintaining files and records and applying procedures and systems.
- Administration experience, including contractual, financial and the coordination of data, as well as of developing applications and reporting.

Desirable experience:

- Experience of supporting company environmental sustainability activities, policies and plans.
- Experience working with artist studios, creative workspaces and/or cultural venues.

Essential skills:

- Able to multitask, prioritise workload and deal with conflicting deadlines whilst also paying attention to detail.
- Excellent communications skills, across all forms of communication, able to effectively communicate with a wide range of people and with impact.
- Able to work effectively in collaboration, whilst also being able to work independently and in so doing be responsible, demonstrating accountability.
- Ability to identify challenges whilst at the same time be proactive in thinking creatively to propose solutions and problem solve.
- Good administrative, financial, organisation and time management skills.
- At ease with, enthusiastic to, and ability to learn new skills as well as work with new IT and communication systems.
- Ability to recognise areas for development and have the drive to deliver change and improvement.

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 with 'Castlefield Gallery New Art Spaces & Operations Coordinator' in the subject line.

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: Sunday 22 May 2022, 12noon

Late applications will not be considered.

Interview date: Monday 30 or Tuesday 31 May 2022

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 July 2022.

If we have not contacted you by 6pm on Wednesday 25 May 2022, 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 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 three working days or sooner.

Thank you for your interest in Castlefield Gallery.