

**CASTLEFIELD
GALLERY**

**CASTLEFIELD GALLERY & VOLUNTEER
COORDINATOR
RECRUITMENT PACK**





TERMS AND CONDITIONS

- Contract:** Permanent
- Salary:** £26,208.00 (pro rata on 0.8/4 days, £20,966.40)
- Hours:** 0.8 /4 days (based on a 40 hour week)
- Days:** 4 days are to be worked as 3 days between Tuesday and Friday (to be agreed with the successful applicant) and 1 day on Sundays.
- Office hours:** 10am-6pm
- Location:** Castlefield Gallery, 2 Hewitt Street, Manchester, M15 4GB
- Report to:** Director & Artistic Director
- Holidays:** 28days (pro rata on 0.8/4days, 22days) plus pro rata Bank Holidays
- Deadline for applications:** 12pm (midday), Tuesday 6 May 2025
- Interview date:** Tuesday 13 May 2025
- Start date:** As soon as possible after the job is offered and references have been returned

ABOUT CASTLEFIELD GALLERY

Castlefield Gallery supports artists and creatives to make new art and sustain their careers. We are a contemporary art gallery and artist development organisation. Established by artists in 1984, our vision is to be one of the leading UK organisations for artists' development, building a compelling case for supporting artists - their work, their careers, and at every level.

We work with hundreds of artists every year, providing practice, career development, exhibition, and commission opportunities to those at all career stages, and from a diversity of backgrounds. We support more than 300 [Castlefield Gallery Associates](#) and a host of other creatives through person-centred development programmes. [Castlefield Gallery New Art Spaces](#) provide affordable making and project space in the North West of England, including on the high street.

We invest in and develop creative skills whilst facilitating national and international connection for creatives in Manchester, Greater Manchester, and the North West. Our national and international activities focus on artist exchange. We believe the North is a place for artists to live and work, a place from where they can carve out successful national and international careers.

Castlefield Gallery's public and participation programmes provoke new ways of thinking, bringing together artists, creatives, communities, and audiences to explore the art and issues of our time. We believe when artists and communities come together, they can help shape a better world.

Working from our galleries in Manchester city centre, off-site, online and in the public realm, we create long-lasting impacts in our city region, North West and beyond. We are a home for artists and creatives. We are advocates for what we believe in. We believe in the power of new art and the essential role of artists in society.

Castlefield Gallery is a registered charity, supported by Arts Council England and Manchester City Council. Our Artist Patron is the celebrated Ryan Gander, OBE.

castlefieldgallery.co.uk

Right: Students from The Manchester College, March for Art (2022) for Art Assembly. © Andrew Brooks/ Art Fund 2022

CASTLEFIELD GALLERY'S ETHOS AND COMMITMENTS

We are female-led. We are taking active steps to be genuinely representative of the communities we serve, and to address the imbalances we see in our sector, particularly in relation to gender, age, race and ethnicity, sexuality, disability, and socio-economic background. We are deeply committed to social justice and work with those with lived experience of all forms of displacement.

We work on an ongoing basis with an Artist Environmental Responsibility Lead. Environmental Responsibility sits at the heart of our work and our commitment to action on climate change and climate justice is of vital importance to the charity. We are members of Manchester Arts Sustainability Team (MAST), active members of the Gallery Climate Coalition, make annual Emissions Reduction and Fossil Free pledges, and we are Carbon Literacy trained and trainers.

We place great importance on delivering through dynamic partnerships. As a charity and publicly funded organisation Castlefield Gallery provides leadership and thought leadership in ranging civic, community and sector specific contexts. We deliver wider and sector leadership roles, including through our contribution to the Contemporary Visual Arts Network (CVAN) - our Director & Artistic Director is a Co-Chair & Director of the CVAN North West.

Everything we do is about support. We are a purpose-led charity, value-led and accountable to our artists, communities, audiences, and funders. Our values are to be bold, brave, to empathise, be knowledgeable, playful and to put artists first.



JOB SUMMARY AND DESCRIPTION

We are looking for a Gallery & Volunteer Coordinator!

ABOUT THE ROLE

The Castlefield Gallery & Volunteer Coordinator's primary responsibility is to support the effective delivery of the charity and organisation's artistic programme and artist / creative freelance development programmes, including Castlefield Gallery Associates and New Art Spaces; volunteer and placement programmes. Working with other team members, the post-holder plays a crucial role in ensuring the smooth operation of both Castlefield Gallery's front-of-house and back-of-house activities, and in particular driving high-quality visitor and user experiences on-site, off-site and online. The role demands the post-holder performs wide-ranging administration and coordination duties. The post-holder will work from Castlefield Gallery's Manchester city centre main premises and at times Castlefield Gallery New Art Spaces in the North West of England. The role is a 4 day a week role and the post-holder will be expected to work 3 of those days between Tuesday and Friday (to be agreed with the successful applicant) and 1 day on Sundays. Some occasional evening work will be expected.

WHO ARE WE LOOKING FOR?

You will have a knowledge of and a genuine interest in contemporary visual arts and artists. An all-rounder, you will have strong organisational, administration, communication and coordination skills. Ideally, you will have experience working in and with facilities operated for contemporary visual arts and artists' use, as well as wider public benefit.

Proactivity, an openness to learn and a can-do attitude are essential. You will be a highly organised and motivated individual, an enthusiastic self-starter and finisher. You will be happy working collaboratively and independently, and be comfortable applying your own initiative to achieve positive results. You will be able to identify challenges and generate creative solutions. You will need to work to deadlines and manage a busy workload whilst having an eye for detail. You will be a considerate and effective communicator.

As a small team, all staff must share a passion for Castlefield Gallery's work and purpose, supporting each other to aim high in achieving our goals as a small-scale contemporary gallery, artist development organisation, and charity. Our values and commitments will align with your own and you will be motivated by the opportunity to work within a rewarding team environment. You will be committed to the principles of equity, equality, diversity, inclusion, and equity.



MAIN RESPONSIBILITIES

VOLUNTEER AND FRONT OF HOUSE COORDINATION

- Be responsible for Castlefield Gallery volunteer recruitment, encouraging applications from individuals that are representative of Greater Manchester and the region's communities.
- Coordinate the recruitment of placements, including those with higher education partners.
- Work to address any barriers to participation for volunteers and placements, actioning reasonable adjustments wherever possible and ensuring volunteers' expenses are reimbursed.
- Coordinate and deliver volunteer and placement inductions.
- Coordinate the gallery's volunteer rota and support the coordination of placement schedules.
- Set and supervise volunteer activities, ensuring the wider team is engaged in supporting volunteers, especially in actioning front-of-house tasks and delivering excellent visitor experiences.
- Coordinate and at times deliver volunteer and placement training and development.
- Develop and ensure the Volunteer Handbook is kept up to date, and volunteer equipment, information and resources are well maintained.
- Overall coordinate all Castlefield Gallery main premises front-of-house needs and with particular reference to ensuring high standards in quality of visitor experience, information giving and surveying.
- Act as a first point of contact for Castlefield Gallery, in person, by phone and online.

PROGRAMME COORDINATION

- Assist with the administration, coordination and delivery of on and off-site Castlefield Gallery projects and programmes, especially but not limited to exhibitions & commissions and public programme; Castlefield Gallery New Art Spaces; Castlefield Gallery Associates.
- For the exhibitions & commissions and public programme, in particular support:
 - Sourcing and ordering of resources, and the movement of goods and items
 - Production, installation – including art handling and condition checks, risk assessment and project launch activities
 - Artist and creative freelancer liaison, especially in meeting individuals' needs, supporting with matters like travel, accommodation, hospitality.

- For Castlefield Gallery New Art Spaces programme, in particular:
 - Lead for at least one Castlefield Gallery New Art Spaces location (this requires some travel within the North West of England)
 - Whilst not limited to, supporting at least one Castlefield Gallery New Art Space, includes being the main point of contact for artists, partners, landlord and other key stakeholders; coordination and management of security, health & safety, risk assessment, public-facing displays and projects; supporting artists to work with other Castlefield Gallery staff eg. communications; supporting the communication and promotion of New Art Spaces, their artist occupants and activities
- For Castlefield Gallery Associates, whilst not limited to:
 - Be the first point of contact for all Castlefield Gallery Associate members and enquiries
 - Manage Castlefield Gallery Associates database, keeping data up to speed and working to a high standard
 - Work collaboratively with programming, communications and finance team members to ensure effective delivery of Castlefield Gallery Associates events, resources and communications, and finances.

GENERAL ADMINISTRATION & COORDINATION DUTIES

- Support with aspects of company facilities and operations eg. ordering goods, services and the general smooth running of Castlefield Gallery main premises.
- Coordinate and administrate Castlefield Gallery recruitment, application, and diversity monitoring.
- Support filing, archiving, record keeping, documentation, evaluation and reporting processes.
- Supporting Castlefield Gallery artwork, editions, multiples and book stock development and sales.
- Participate in the organisation of Castlefield Gallery events and wider promotional activities.

APPLICABLE TO ALL ROLES

General duties

- Promote and support equity, equality, diversity and inclusion across all work activities.
- Operate within company policies, plans and procedures.
- Maintain high standards in all role-related activities.
- Attend meetings as required and contribute to the smooth running of the overall organisation.
- Support and engage in evaluation and company planning processes as required.
- Work flexibly and as a collaborative member of the Castlefield Gallery team, including supporting front-of-house activities.
- Work as part of the team to be collectively responsible for the upkeep of the gallery, ensuring both public and back-of-house areas are safe, clean and tidy.
- All staff are keyholders for the main premises, expected to ensure the safety and security of the gallery and its contents.

Working collaboratively

- Work collaboratively with colleagues, peers and partners.
- Work collaboratively to support placements and volunteers and support other colleagues to do so.
- Liaise effectively with Castlefield Gallery key stakeholders eg. artists, audiences, funders and supporters.
- Be proactive in advocating for Castlefield Gallery's work and maintain high standards in representing the gallery in all forms of communication.

This job description cannot be considered exhaustive. Other duties will be determined by circumstances, and as and when required.



Right: Artist Sarah Harris in her studio at Castlefield Gallery New Art Spaces: Warrington.



PERSON SPECIFICATION

ESSENTIAL

- Demonstrable knowledge of and interest in contemporary visual arts and artists.
- Grade A-C in GCSE Maths and English or equivalent, with excellent numerical skills.
- Experience of working in a similar role and/or that have developed transferable skills relevant to the duties of the role.
- Excellent administrative and organisational skills.
- Able to work independently, under own initiative, managing own time, multi-tasking to prioritise a busy workload whilst working to high standards and deadlines.
- An eye for detail, with the ability to accurately handle data, record and report information using word processing and spreadsheet applications.
- Strong IT and digital skills, eg. use of Microsoft Office software and Google Workspace, with a willingness to learn new programmes.
- Ability to adapt to change, enthusiastic about learning and driving ongoing improvement.
- Adept at spotting areas for development, with a can-do attitude to finding creative solutions.
- Reliable, trustworthy, accountable and used to dealing with confidential matters.
- Excellent interpersonal skills, able to communicate clearly and effectively with a wide range of people, verbally and in writing.
- Active desire to be an integral part of a team, enjoying responsibilities of collaborative working, and fostering positive working relationships.
- Commitment to equity, equality, diversity, and inclusion.
- Commitment to environmental responsibility.
- Commitment to the purpose, mission, vision and values of the charity.
- Willingness to adhere to gallery policies and procedures, supporting others to do the same.
- Willingness to work weekends, and also occasional evening work.

DESIRABLE

- Experience of updating web content and using back-end systems
- Experience of using digital platforms eg. Mailchimp, digital and communication tools
- Digital design skills and experience of using relevant software eg. Adobe Photoshop or Canva
- Knowledge of the workings of a publicly funded organisation and/or charity

HOW TO APPLY

Closing date for applications: 12pm (midday), Tuesday 6 May 2025
Late applications will not be considered.

APPLICATIONS SHOULD CONSIST OF

1) A covering letter (no more than 2 sides of A4), stating:

- Why you are interested in the Gallery & Volunteer Coordinator role
- How you meet the person specification
- What qualities and experience you will bring to the role if appointed
- How you will deliver the role as outlined in the job description
- Why you are interested in working with Castlefield Gallery

2) An up-to-date CV, that includes:

- Your personal information, including how to contact you by phone
- Detail of any relevant qualifications and/or training
- Your employment history (including role titles, start and end dates, duties, reasons for leaving)
- 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 Gallery & Volunteer Coordinator in the subject line.

Or send your application by post to:

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

We also ask that you complete our Equality Monitoring Questionnaire which can be found [HERE](#)

This questionnaire is anonymous. Please do not enter your name anywhere on the form. The form and data inputted will be treated in confidence and used for statistical monitoring purposes only and will not be seen by the panel of decision-makers.

Our aim is for Castlefield Gallery to reflect the communities of the city of Manchester and the region we operate from. We collect demographic information so we can understand more about those our opportunities reach and to continuously improve our recruitment processes.

INTERVIEWS

When: Tuesday 13 May 2025 (times will be allocated between 10 am – 5.30pm)

Location: Manchester City Centre

If you haven't heard from us about the outcome of your application by 5pm on Thursday 8 May 2025, unfortunately on this occasion you have not been selected for interview.

We are a small team and therefore unfortunately we cannot commit to provide feedback to those who are not selected for interview.

If you have access needs and wish to discuss these please contact:

- recruitment@castlefieldgallery.co.uk with 'Gallery & Volunteer Coordinator' in the subject line
- or phone us on 0161 832 8034 and ask for Leslie Remonato.

Please note office hours are Tuesday – Friday, 10am-6pm.
Please allow for up to 5 days for responses to all communications.

EQUITY, EQUALITY, DIVERSITY & INCLUSION

We are 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 recognise that groups and individuals in society are disadvantaged due to discrimination directed against them by both direct and indirect discrimination.

Castlefield Gallery is committed to equity and equality of opportunity. Applications from individuals are encouraged regardless of race, disability, sex, gender, gender identity, sexual orientation, age, religion or belief, marriage and civil partnership, pregnancy and maternity, caring responsibilities, or trade union activity. Castlefield Gallery's Equity, Equality, Inclusion and Diversity 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.

We are a purpose-led charity that exists to generate a positive impact in our sector and in our communities.

castlefieldgallery.co.uk
[@castlefieldgall](https://www.instagram.com/castlefieldgall)

Thank you for your interest in Castlefield Gallery!