

THE SHOW ROOM

63 Penfold St, London NW8 8PQ
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www.theshowroom.org

Post: Managing Director, The Showroom
Contract: Fixed term, 2 Years
Hours: Full-time, 5 days per week
Salary: £35,000 per annum
Reporting to: Director, The Showroom

Mission

We commission and produce art and discourse; providing an engaging, collaborative programme that challenges what art can be and do for a wide range of audiences, including art professionals and our local community.

Programme

Our programme focuses on collaborative and process-driven approaches to production, be that art work, exhibitions, events, discussions, publications, knowledge and relationships. Through major commissions and smaller projects, we work with artists and other practitioners who have not previously had significant exposure in London, often introducing international artists to London, and working in partnership with other individuals and organisations within our networks, both at home and abroad. We also work closely with our local community through an aspect of the programme called Communal Knowledge, and have developed strong, long-term relationships with local groups and individuals who we bring together to work in partnership with artists on specific projects and commissions which feed into the programme as a whole.

Purpose of the job

Reporting to the Director, The Showroom, the Managing Director is accountable for the financial, operational and organisational management of The Showroom.

Development and Fundraising

- Develop and lead the gallery's strategy for fundraising, philanthropy and earned income.
- Prepare, write and present funding applications and reports, both for the exhibition programme and the gallery's core activity.
- Implement the gallery's raised income activities, including individuals, trusts and foundations, corporates and statutory funding.
- Oversee and manage implementation of all programmes involving fundraising and sponsorship, membership and special events.
- Managing relationships with funders and individual donors including reporting.

Finance

- Manage financial activities of The Showroom including overseeing processing and payment of income and expenditure, authorising payments, preparing paperwork for and liaising with the bookkeepers/accountants, being an authorised signatory and acting as the main point of contact for the bank, and managing monthly payments to staff.
- Prepare paperwork and reports for audits/other financial reporting.
- Manage budgets for assigned projects, in conjunction with colleagues on a project-to-project basis.

Communications

- Create and implement communications, press and marketing strategies.
- Oversee the production and design of publicity and marketing material including preview invitations, advertisements, publications etc., including liaising with designers, authors, printers, photographers etc., as well as editing and proofing texts.
- Write press releases and work with colleagues in coordinating press and media campaigns and communicate with any PR and/or media agency employed by The Showroom.

Staff

- Recruit core staff including drafting job descriptions, adverts and interview questions, sifting applications and, where appropriate, being on the interview panel.
- Recruit, brief and manage the team of Gallery Assistants, interns, volunteers and other temporary staff.

Operational

- Lead on building management and administration overview of the gallery.
- Prepare for and attend Trustee meetings.
- Compose quarterly and annual reporting to Arts Council England.

Other

- To represent the gallery at external meetings, seminars, conferences and exhibition openings.

Person Specification

Essential

- Experience of operational and business management preferably within a museum, gallery or similar environment.
- Experience of coordinating fundraising strategies and initiatives as well as working with patrons.
- Excellent financial management skills, including experience of planning and budgeting.
- Sound business planning skills, the ability to manage complicated budgets, plan successfully and manage risk.
- Demonstrable experience of improving the efficiency and cost effectiveness of operational services whilst maintaining high standards of service delivery.
- Excellent people management skills – able to motivate and inspire, able to coach and develop a team to deliver results including experience of planning and managing change.
- Proven leadership skills and experience in leading teams as well as in delivering successful projects.
- Excellent interpersonal and communication skills with the ability to liaise and negotiate with a wide variety of people at all levels.
- Ability to work collaboratively with others to achieve shared goals and to role model this behaviour across the organisation.
- Clear thinking with sound judgement – able to manage competing demands, make effective decisions under pressure and think creatively to come up with solutions to problems

How to apply

Application by letter with a copy of your CV should be submitted as email attachments to recruitment@theshowroom.org. You are encouraged to also send a completed Equal Opportunities and Diversity Monitoring form, downloadable from the website.

The closing date for the receipt of applications is **midnight on Monday 10 February 2020**.

We will not consider late applications.

Interviews will be held in the week commencing **17 February 2020**.

We regret that we are not able to respond to every application.

Thank you for your interest in The Showroom.