

EXHIBITIONS PRODUCER

Full time – 37.5 hours per week
£20,000 per annum
25 days holiday and statutory holidays

Responsible to/for

The Exhibitions Producer is line managed by the Artistic Director, and supervises the Programme Assistants. The Exhibition Producer is part of the Programme Team.

The Artistic Director takes overall responsibility for The Tetley's artistic programme and leads the Programme team, which comprises exhibitions, residencies, participation and education.

The Programme Team meets regularly to report on progress of projects, to discuss ideas and issues across all areas of the programme and to confirm future programming timetables and plans.

Purpose of The Job

The primary function of this post is to support the efficient delivery of exhibitions of the highest quality, to time and to budget; organising the installation, maintenance and documentation of exhibitions under the guidance and direction of the Artistic Director.

This post also supervises the Programme Assistants and freelance technicians, and oversees the day to day operation of the exhibition spaces.

Key Tasks and Responsibilities

Exhibitions

- Organise all aspects of exhibition production and installation including; preparing designs, sourcing external production, hiring of freelance technicians, equipment sourcing and hire, and managing the production of interpretation.
- Responsible for the AV store, art store and workshop, liaising with the Facilities Manager to ensure that equipment is well maintained.
- Send out letters of agreement for partner organisations, artists and external curators in consultation with the Artistic Director.
- Contribute to identifying and drafting funding applications for exhibitions.
- Prepare loan forms, insurance lists and condition reports for all art works.
- Organise the transport of art works.
- Book travel arrangements and accommodation for artists and partners.
- Compile images and information about artists and art work for internal documents, presentations and press and marketing requirements.
- Draft texts for use in press releases, exhibition guides, website and any other interpretative and promotional uses.
- Organise the production of interpretation materials, such as labels, guides, catalogues and vinyl signage.
- Organise the production of artist editions in liaison with the Artistic Director.
- Maintain exhibition budgets, processing invoices in accordance with financial procedures.
- Organise the documentation of exhibitions and ensure copies of images and press and publicity material are sent to artists, galleries and other institutions as relevant.
- Update the website with information and images about exhibitions.
- Compile qualitative and quantitative feedback on exhibitions for reporting.

Programme Assistants

- Supervise the team of Programme Assistants, ensuring that the invigilation team provide a high standard of service to all visitors, maintain the exhibitions and collect evaluation and feedback from visitors.
- Supervise and schedule installation teams, including freelance technicians and external contractors.
- Arrange and contribute to team briefings/debriefings for each exhibition in conjunction with the Artistic Director, and ensure that all Programme Assistants are well-informed about the exhibition, know how to turn the exhibition on and off and maintain it.
- Organise staff rotas to ensure sufficient staffing of the galleries, including cover where necessary for holidays, sickness and special events.
- Monitor the galleries through regular checks.
- Organise the recruitment and inductions of Programme Assistants and freelance technicians
- Organise the training and development of the Programme Assistants and freelance technicians.

General

- Attend Programme Team meetings and contribute to discussions on the programme as a whole, including exhibitions, talks and events, residencies and any other projects on or off-site.
- Attend off site meetings as required.
- Work as part of the office team to offer general office support.
- Ensure that health and safety and equal opportunities policies and procedures are adhered to.
- Some evening and weekend work will be required, including one weekend per month, for which time off in lieu will be given.
- Participate in staff team activities and training.
- Undertake other duties as may be required to ensure the smooth running of The Tetley.

Person Specification

Essential skills / experience / qualities:

- Highly-organized self-starter with the ability to work flexibly and as part of a team
- Excellent project planning and time management skills
- Good technical knowledge and experience
- Good IT and administrative skills
- Good written and verbal communication skills
- Good negotiation skills and the ability to handle sensitive situations with diplomacy
- Ability to work calmly under pressure and to manage multiple priorities and deadlines
- An awareness of equal opportunities in relation to the arts
- Available to work flexible hours, including evenings and weekends

Desirable skills / experience / qualities:

- Experience of working with contemporary artists
- Experience of delivering complex projects and installations