



Job Description and Person Specification

Arts & Events Manager (Maternity Cover)

Hours:	35 hours (full-time), Mon to Fri 9am–5pm
Location:	On-site, Bow Arts office/Nunnery Gallery
Salary range:	£31,550.00 per annum
Benefits:	25 days holiday entitlement pro rata, Cycle Loan Scheme, Season Ticket Loan Scheme, Workplace Pension, Remploy Access to Work Mental Health Support Service, staff socials
Duration:	Fixed Term 10 months, Starting w/c 5 th December 2022 with potential to extend
Reports to:	CEO

Context of role

We create inspirational, supportive environments where artists and communities interact, learn and flourish. Since 1994, Bow Arts has nurtured London's diverse creativity and talent. We've provided artists and creative practitioners with affordable workspace, connecting them with local communities and supporting their professional development. We give communities throughout London greater access to and interaction with the arts, through our schools programme, workshops, exhibitions and events.

We're an arts and education charity and a social enterprise; our services support the growth of sustainable local creative economies. Over 500 artists, designers and makers are affiliated with Bow Arts through our workspace, affordable housing for creatives, and award-winning schools and young people's learning programme.

Bow Arts is dedicated to promoting equality of opportunity, tackling discrimination, and welcoming and valuing the inclusivity of the communities we serve. We anonymise applicants at our initial shortlisting stage, removing any non-essential information before we start selection to address the possibility of unconscious bias.

The Role

Bow Arts is looking for a creative, enthusiastic and dedicated Arts & Events Manager (Maternity Cover) for their small Arts & Events team. The role will include management of exhibitions at the charity's flagship Nunnery Gallery, delivery of creative projects, and management of the department's celebrated and varied events programme. It is an exciting time to join the team with many varied projects on the horizon, including the new East London Art Prize, Maria Amidu's Living in the Fear of Quicksand exhibition, and the annual Bow Open Show to name a few. As a Head of Department, rigorous financial management and encouraging line management skills are also needed as part of this creative role.

Job Description

Main Tasks:

- Oversee and manage the delivery of the exhibition and event programme at the Nunnery Gallery.
- Oversee the delivery of our associated events programme, including community programming and artist CPD (Continued Professional Development) events.
- Manage the delivery of Bow Arts' new art prize, the East London Art Prize, including developing the winner's exhibition, managing the event programme, and overseeing the Prize's growing reputation.
- Line manage the Arts & Events team, including Arts & Events Coordinator and Gallery Assistant (a trainee role filled through STEP scheme).
- Manage Arts & Events Department budgets, financial reporting and forecasting.
- Uphold key stakeholder and partner relationships, including project partners, artists, and gallery patrons.
- Oversee the delivery of the Art & Events Department revenue drivers, including venue hire, artwork sales and the gallery / online shop.
- Assist and contribute to the delivery of effective department marketing

and press, including internally run campaigns and working with external project-specific PR.

- Maintain regular communication with Nunnery Café Manager and staff to ensure positive synergy between gallery and café and shared / collaborative events.
- Manage and oversee delivery of other Arts & Events projects, including public artwork commissions and artist residencies.
- Maintain strong working relationships with other Bow Arts teams, including Learning, Studios and Enterprise & Placemaking.
- Sit on and positively contribute to Bow Arts Senior Management Team.
- Sit on the Bow Arts Board of Trustees as interim Department Head, contributing to reporting as needed.

Person Specification

Experience of working in a gallery, museum or art space and managing public exhibitions, preferably in a not-for-profit / community-focused setting.
Experience of managing public events.
Experience of managing budgets of varying size and financial reporting.
Experience of working directly with artists on exhibitions or projects.
Experience of working with external partners and positively managing stakeholder relationships.
Excellent communication and people skills.
Management and project management skills.
Line management skills.

To apply for this role, please email the completed application form to recruitment@bowarts.com and complete our [equal opportunities monitoring form](#) online. CVs will not be accepted. If you have any questions, access requirements, or require the application in a different format, please email smcneill@bowarts.com

Application Closing Date: 10am, Wednesday 5th October 2022

Interview Date: Week commencing 10th October 2022

Please note, Bow Arts' studio holders are not eligible for this role due to conflict of interest.

Due to our work with young people, all staff are subject to an enhanced Disclosure and Barring Service (DBS) check.