

THE PHOTOGRAPHERS' GALLERY

Job Description

Post:	Deputy Gallery Manager
Team:	Operations
Responsible to:	Senior Gallery Manager
Contract:	32 hours per week
Salary:	£24,000-£30,000(depending on experience) Pro-rata for 4 days p/w
Pension:	6% of salary
Holiday:	23 days per annum (Pro-rata for 4 days per week)

The Photographers' Gallery – Background

The Photographers' Gallery is the UK's leading centre for the presentation and exploration of photography in all its forms and a dedicated home for an international photographic community. Established in London in 1971, the Gallery has been instrumental in reflecting photography's pivotal role in culture and society and championing its position as a leading art form through a rich programme of exhibitions, talks, events, workshops, courses and other activities.

Organisational Purpose:

Our mission: To champion photography for everyone

Our Vision: To stimulate public understanding and deeper engagement with photography and its value to society.

Our Key Aims:

1. To be the UK's leading photographic gallery with international impact
2. To be the driving force for debate and new thinking about the role of the photographic image in society today
3. To place innovative learning, diversity, and excellence at our core
4. To ensure long-term sustainability for the gallery and all its activities

The Photographers' Gallery is a registered charity with a turnover of £3.6 million per annum. It is part funded by Arts Council England and by individuals, companies, and charitable trusts. Its trading activities contribute significantly to income.

The Operations Team:

The Operations team is composed of the Director (Finance and Operations), Finance Manager, Senior Gallery Manager, Deputy Gallery Manager and Visitor relations team. In addition, all three business Enterprises (Café, Bookshop and Print Sales) staff fall within the remit of the team. The post-holder is responsible for the management of the Gallery and technicians in the absence of the Senior Gallery Manager.

The Role:

The Deputy Gallery Manager's role is to support the Senior Gallery Manager who is responsible for all aspects of maintaining, monitoring, and improving the Gallery's building and planning and producing the installation and de-installation of Exhibitions, Events and Projects.

Core duties and responsibilities of the Post-Holder

Managerial

- You are a key part of the administration team and report directly to the Senior Gallery manager and Deputy Director.
- The Deputy Gallery Manager provides support for all Gallery exhibitions, activities, events and building security / development / maintenance.
- You need a good understanding and relevant experience in the production and installation of exhibitions and general building maintenance.
- You will work closely with the Senior Gallery manager and Programming team in the development and installation of internal and external exhibitions, projects, and events.
- In the absence of the Senior manager, you are the primary person in charge of the building and will co-ordinated with other staff members to provide a safe working and public environment.

Programme:

- Working with the Senior Gallery manager you will liaise with the Programming team, external curators, and artists on the installation of exhibitions.
- You need to meet the technical requirements and deadlines for the preparation, installation, maintenance and security of all Gallery exhibitions and tours.
- Working with other members of staff to provide technical support for all Gallery activities, talks, workshops, private hires, and special events both on and off-site.
- You will support the Senior Gallery Manager in the management and maintenance of the gallery's AV and technical equipment.
- Being responsive to building issues that occur, fixing technical faults, coordinating external contractors, cleaners, and invigilation staff with the day-to-day maintenance of exhibitions.

Operation, Financial and Building

- Monitor environmental control of galleries and arrange exhibition-specific security, ensuring that both insurance and security levels meet museum standards.
- You will be First Aid trained and knowledgeable of health and safety procedures and regulations.
- Sharing responsibility for Gallery security and fire regulations and ensuring the gallery complies with insurance and health and safety requirements.
- Monitoring activity in the galleries through regular checks and via CCTV
- Assisting the Senior Gallery Manager and Deputy Director in managing the gallery's IT infrastructure.
- Assisting the Senior Gallery Manager in liaising with various contractors on all building issues, including sustainability.
- Coordinating with the Senior Gallery Manager and Visitor Relations in opening and closing the building and its exhibitions, to the public.
- On-call with the Senior Gallery Manger and Deputy Director for all outside of regular hours to deal with any building or exhibitions problems
- Acting as a registered key holder, on 24 hours call out in case of any building emergency.
- Making sure risk assessments and method statements and compliance with best practice and current Health & Safety legislation and guidelines are followed by staff.

Person Specification

- High level technical skills and experience managing and planning exhibitions.
- High level Design and carpentry skills required as a key element of the role is to create bespoke exhibition display objects as well as support other in-house improvements.
- Ability to work flexible hours and occasional weekends.

- Ability to problem-solve, provides viable practical solutions and be pre-emptive and responsive to many operational and technical demands.
- Understanding basic IT and ability to troubleshoot computer and communications equipment when necessary.
- Ability to work well within a small team.
- Experience in a similar role either as an employee or a part-time gallery technician
- Good team management skills
- Confident at dealing with suppliers and trades people.
- Confident at dealing with artists and curators.
- First Aid Certificate

Closing Date for Application is: August 2nd 2021 at 12pm

Interviews will be held on: week beginning 9th August 2021

The Photographers' Gallery is committed to equal opportunities and encourage applications from all persons without discrimination.

Whilst the above person specification is a useful guide to the experience level expected, we welcome applications from anyone who feels they could bring alternative skills or qualifications to the role, which would be of equal if not more benefit to the position and the organisation.

To apply download an application form from <http://thephotographersgallery.org.uk/vacancies>
Send completed application forms to Vacancies@tpg.org.uk

The Photographers' Gallery is a registered Charity no. 262548.

