

Mission Gallery

Creative Director

Introduction

Mission Gallery, Swansea seeks a Creative Director to help develop and lead an exciting and innovative programme of creative events and activities.

Background

Mission Gallery is in Swansea's Maritime Quarter, housed in a Grade II Listed building, formerly a seaman's chapel designed by Benjamin Bucknall in 1886 and located in an area where there is a concentration of cultural activities supported by the City and County of Swansea. It opened as an art gallery in 1977 called Swansea Arts Workshop, an initiative managed by a group of artists as part of the Association of Artists & Designers in Wales. Since 1992 it has been an independent gallery, adopting the name Mission Gallery. In 2003 the gallery became Revenue Funded by the Arts Council of Wales and in 2011 received an uplift in funding.

Mission Gallery shows the very best in the visual arts, applied art, craft and design in one of the most distinctive spaces for contemporary art in Wales. The exhibition programme includes both established and emerging artists across all media - painting, sculpture, installation, photography and craft. The programme can and does take risks by showing both artists who have not exhibited before and by challenging established artists to work in new ways. The retail space features contemporary craft and design by emerging makers and designers as well as those with a national reputation. The changing display features ceramics, glass, jewellery and textiles.

Mission Gallery also facilitates Criw Celf West, a flagship Education Programme and organises Education and Artist in Residence programmes. These form an integral part of the gallery's role; to provide opportunities for artists, and to engage with the whole community.

The post-holder will manage a team currently comprising of an Exhibition and Retail Co-Ordinator, an Education Co-Ordinator, a Finance Assistant as well as a team of enthusiastic

volunteers (this staffing structure could be subject to change pending an internal review). All members of staff and board are ‘hands on’ – whether front of house or back of house - and act as champions for the unique philosophy of Mission Gallery.

Our Mission:

To lead the way in contemporary Visual and Applied Arts, in Wales and beyond. To present a distinctive and innovative exhibitions and education programme; to take artistic risks; to enrich the lives of all who come into contact with Mission Gallery.

Our Vision:

- Be distinctive in the presentation of contemporary Visual Art, Applied Art and Craft.
- Provide a programme for learning where every person can access contemporary art in a professional, art led environment.
- Establish a position as a nurturing platform for all individuals where conventional boundaries can be pushed, strengthening the professional development of the individual at both an emerging and established level.
- To be a sustainable organisation at the heart of Swansea’s creative community.

Delivery of Our Mission and Vision:

Strengthening our relationships and working in partnership and collaboration with makers, artists and organisations, we continue to innovate and demonstrate our significance as a regional cultural asset.

Celebrating Our Successes:

We are fortunate to be situated in the historic Marina area of Swansea, a stone’s throw away from the National Waterfront Museum and Swansea Museum.

Our exhibitions, learning programmes and the work of our contributing artists in Wales are an important element of the Wales arts scene. Some recent highlights are:

Fiona Banner aka The Vanity Press - Buoys Boys: Mission Gallery was proud to present the work of Fiona Banner aka The Vanity Press as part of the Now the Hero 14-18 | Now

There's More weekend in September 2018. Banner was shortlisted for the Turner Prize in 2002 and in 2010 presented Harrier and Jaguar at Tate Britain for the Duveen Galleries Commission.

The film *Buoys Boys* depicted a series of massive full stop sculptures floating above the sea. The mammoth helium-filled inflatables took the form of full stops in five typefaces - Capitalist, Courier, Bookman, Didot, and Onyx.

The soundtrack for the work was based on the 1966 pop song *Snoopy Vs The Red Baron*. Banner has produced an on-going body of work related to these two characters and has returned to the song in a number of different live performances. The tracks for this piece were recorded during the rehearsals for these performances: one with Viv Albertine (formerly of The Slits) who Banner collaborated with on a new musical arrangement of the song, at The Exquisite Corpse will Drink The Young Wine event curated by Banner at the Welsh Congregational Chapel in London (2012); the other with the Sir John Cass School Choir at the St Andrew by the Wardrobe Church in the City of London.

The exhibition ran from 22nd September to 10th November 2018.

Language of Clay – Our main collaborative project, we have been involved in this project since 2016. The *Language of Clay: Part One* took place in 2016-2017, comprised solo exhibitions of work by three Wales based ceramic artists - Anna Noel, Micki Schloessing and Anne Gibbs. All three exhibitions were curated by Ceri Jones from the Mission Gallery and presented at Llantarnam Grange Arts Centre, Mission Gallery and Ruthin Craft Centre – the partner organisations, as well as touring to other venues across Wales.

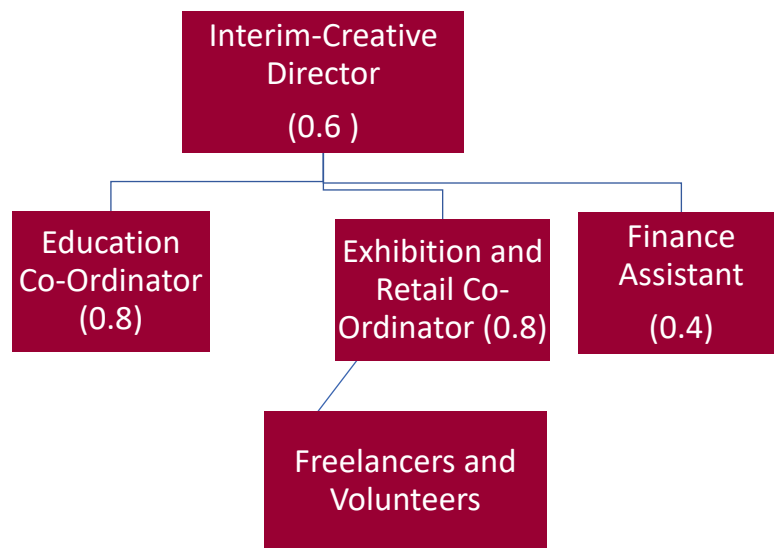
Language of Clay: Part Two continues the theme of bringing the three partners together in a collaborative project. During 2018-19 the project will feature work by Justine Allison; Ingrid Murphy and Kate Haywood. Again, these exhibitions will be presented at the partner venues as well as touring to venues across Wales.

Criw Celf – Mission Gallery has been delivering the Arts Council of Wales's strategic project *Criw Celf* since 2014. *Criw Celf* is our key project to identify talent and nurture skills within the More Able and Talented group of young people. We hope through the project to inspire

young people to develop their full creative potential - to improve their artistic skills, confidence, and social skills, develop friendships, new ways of thinking and to see the arts as a future career.

Our projects have been highly successful in supporting artists living in Wales and beyond, furthering the debate around contemporary practice and in the collaboration of the partner organisations.

Current organisational structure*



*The current staffing structure is subject to review.

Terms and conditions of service:

Salary Scale	£30,000 Pro Rata
Contract length	This is post is made up of 0.6 FTE permanent and 0.2 FTE fixed-term until the end of August 2021.
Contract hours	32 hours per week based on 0.8 FTE.
Relocation	The Gallery is offering a negotiable relocation package
All new appointments are subject to the receipt of satisfactory references, and criminal conviction vetting clearances plus proof of eligibility to work in the UK.	

Benefits of working for Mission Gallery

Annual leave	22 annual leave days for up to 5 years continuous service, rising in scale to 30 days for over 10 years of continuous service; plus 8 Bank Holiday days. The days are pro-rated for staff working part-time.
Pension	Eligible staff will be auto enrolled into The People's Pension. We operate a Defined Contribution pension.
Induction	We provide a comprehensive induction programme to welcome and introduce new members of staff to the organisation.
Training and development	We are committed to ensuring the training and professional development of all our employees.
Family friendly working practices	We offer a range of family friendly working practices such as maternity / paternity leave, adoption leave, flexible working and variable time working.
Trade unions	Staff members have the right to belong to a registered trade union and to take part at any appropriate time in the activities of the organisation to which you belong, including the right to apply for and hold office.

How to apply:

Applicants should complete the Application Form. This document provides you with the opportunity to describe how your personal qualities, experience and qualifications make you a suitable candidate for this role.

Please send us your CV with the completed application forms.

Applications can be submitted in either Welsh or English.

Mission Gallery is an equal opportunities employer. Applications are welcome from all sections of the community.

All personal information submitted will be processed in line with our privacy notice available on our website. This information is shared with us with your consent and will only be shared with those involved in the recruitment process, unless you are successful in the role, in which case it will be saved with your personnel record, in line with our data retention schedules.

Please send your completed application via email with 'Mission Creative Director' as the subject line. If you have any questions about the role, please do not hesitate to contact our Chair of the Board, Ms Caroline Thraves.

The contact and submission email address is: caroline@missiongallery.co.uk

The closing date for applications is: 23:59hrs on the 29th May 2020.

Interview arrangements to be confirmed.

Post reference number: 0001/2020

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Job Description

Job title:

Creative Director – Mission Gallery

Responsible to:

The Chair and the Board of Trustees

Responsible for:

The staff and volunteers of Mission Gallery

Post reference number:

0001/2020

Main Purpose of the Post:

To take the Mission Gallery forward with a world class progressive and creative programme of exhibitions, and education and learning activities, that put Mission Gallery at the heart of the communities it serves, leading the organisation into a sustainable future.

To be responsible for the Creative Vision of the Mission Gallery exhibitions programme, education/outreach programme and retain an overview of revenue generating activities (shop, fundraising, etc.)

To provide strong and effective leadership and management of staff and volunteers, supporting and enabling them to successfully deliver Mission Gallery's activities, whilst managing transformational change.

To diversify and strengthen Mission Gallery's income-generating activities, building sustainable levels of reserves.

We expect that the right person will be an experienced administrator with a real interest and enthusiasm for art, crafts and art history, contemporary Welsh Art, as well as experience in fundraising, financial management, marketing and sales in the arts.

The Creative Director is also expected to have excellent relationship-building skills in order to create and nurture partnerships with other institutions, artists, new audiences and funders.

The Creative Director should have the ability to judge quality, inspire and foster excellence in artistic expression within the gallery's programme, exhibitions and lead the Welsh arts community.

The Creative Director should have excellent event management skills and an ability to 'think outside the box', as the Mission Gallery seeks new ways in engaging with current and new audiences, increasing its scope of activities, generating income and extending beyond its gallery format.

The Creative Director will be expected to work alongside existing members of staff on key tasks to develop and deliver different approaches to fundraising, outreach and income generation.

The Creative Director must be extremely well-organised, with capacity to see the big picture, pay meticulous attention to detail, have the ability to manage multiple projects simultaneously and meet strict deadlines. Flexible, versatile and creative, the Creative Director will pre-empt and propose solutions to problems and respond to challenges promptly and proactively.

The Creative Director will be highly creative, devising exciting and engaging events for the exhibitions, education/outreach and retail programmes in cooperation with existing staff members in order to ensure the retention and growth of audience and member numbers.

The Creative Director will need to ensure that the Mission Gallery exhibitions and events are valued and enjoyed by everyone.

An ability to speak Welsh is preferable but not crucial.

Principal Tasks:

1. To lead and direct Mission Gallery to build on its unique local, national and international profile and reputation.
2. To provide inspirational and effective leadership and direction to the gallery's programme, activities and services.
3. To be responsible for the presentation of the retail and exhibitions areas and the supervision of its staff.
4. To act as the gallery's key advocate and champion and to develop and manage relationships and partnerships which support the gallery's key aims and objectives.
5. To establish, develop and maintain a wide set of cultural, political, community, business and media relationships at senior levels; locally, regionally, nationally and internationally.
6. To manage the day to day budget and operation.
7. To ensure the curation and installation of the works of art in the gallery and retail areas are done to the highest of standards.
8. To arrange and write press releases as well as maintain the Mission Gallery website and social media content.
9. To work alongside Mission Gallery staff and board to source and apply for new and existing sources funding.
10. To have oversight of ways to create a diverse and unique activity programme alongside and around the main Mission Gallery exhibitions.
11. To promote a positive and aspirational culture through a flexible and supportive approach, inspiring a spirit of ambition and enterprise.
12. To lead on the production and review annually of business plans and other strategic and planning documents.
13. To ensure efficient financial planning and effective financial controls for the gallery to operate within budget.
14. To be responsible for the recruitment, induction and training of all staff and undertake line management responsibilities.
15. To contribute to the understanding of equality and diversity, linking this work to artistic direction and diverse public engagement.
16. To ensure that relevant and statutory policies and procedures are regularly evaluated and improved.

17. To have oversight of ways to identify, develop and broaden sources of funding and resources in order to sustain and enhance the gallery's strategic aims and objectives.
18. To liaise closely with the Chair and members of the Board in order to ensure that the tasks above are delivered effectively and to the highest standard.
19. Any other duties as reasonably required by the Chair and Board.

Qualifications, Skills and Experience required:

- Educated to degree level or above in art/ design or a subject relevant to this role.
- At least three years' experience of leading in an arts organisation.
- Experience of line management of staff and review and appraisal procedures.
- Excellent understanding and detailed knowledge of contemporary art and craft and awareness of current issues surrounding the arts in Wales and beyond.
- A proven track record of operating within a contemporary art and craft context.
- Extensive experience of exhibition organisation and management.
- Experience in reporting to and preparing matters for Board consideration.
- Experience in the preparation of funding and sponsorship bids.
- Proven ability to profile, report, monitor and control budgets.
- Exceptional organisational and administrative skills.
- Experience of induction and staff training.
- A commitment to Equal Opportunities and Cultural Diversity.
- Must be able to work flexible hours.

Communication Skills

- Excellent communication skills, both oral and written - with the public, the press and funders/sponsors.
- An ability to relate to art groups and practitioners and understand their needs.
- Excellent interpersonal skills with the ability to relate to all levels of staff and public.

Working hours

- The Creative Director will be expected to typically work 32 hours per week, as a 0.8 FTE. The working hours will typically be between 9am to 6pm, Monday to Sunday; although the need to work some evenings and public holidays may be required.

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Person specification

Please write your statement to the essential and desirable criteria below (a-v), giving examples to demonstrate your suitability to the role.

Essential	Desirable
Method of Assessment – Application Form and Interview	
Knowledge required	
a) An excellent knowledge and understanding of contemporary art and craft practice.	
b) An awareness of the current issues surrounding the opportunities and challenges for the arts in the UK and internationally.	
c) An interest in and understanding of Mission Gallery's vision and the wider context within which it operates, particularly its significance within Wales and its importance to Welsh culture.	
d) An understanding of how Mission Gallery's work contributes to social inclusion, cultural democracy, civil society, health and wellbeing, artistic development, education and lifelong learning.	
Experience required	
e) Demonstrable experience of leading in an arts / cultural organisation.	k) Experience of working in formal education or a lifelong learning environment.
f) Proven experience in curating, organising or managing exhibition programmes.	
g) Proven experience of profiling and managing budgets.	

h) Demonstrable experience of inspiring, leading and managing a team of people through change.	
i) Demonstrable experience of working with a range of communities to ensure their voices are heard and their ideas incorporated into the organisation's plans.	
j) Experience of professional networking and generating fundraising opportunities.	
Academic Qualifications / Standard of Education	
l) Educated to degree level or above in art/design, arts management, or another related course.	m) Relevant qualification in financial management and control/ leadership.
Skills required	
n) Proven ability to take ownership of tasks, and to delegate effectively.	p) The ability to communicate in Welsh
o) Able to assimilate complex information using qualitative and quantitative data Proven ability to take ownership of tasks, and to delegate effectively.	
Personal factors required	
q) A strategic thinker.	
r) Highly motivated and self-aware.	
s) Positive listener and contributor – a people's person, sensitive and responsive to situations.	
t) Forms positive relationships; shares knowledge and expertise; courteous, responsive and approachable; accepts responsibility.	
u) Flexible, open to change and new ideas, offers solutions when faced with hurdles or problems.	

v) Calm and rational in the face of challenge, willing to challenge others when necessary, listens to and evaluates a range of views and evidence in the formulation of priorities and strategies.	

Competencies:

Core Competency	Example behaviour
Working positively with others	Establishes constructive relationships with other staff at all levels of the organisation, and with external partners
Commitment to audiences, customers, and users	Encourages and ensures that internal and external stakeholders and users are central to Mission Gallery's work
Commitment to diversity and social responsibility	Develops a personal understanding of issues relating to diversity, inclusion, social responsibility and environmental sustainability
Embracing learning, change and creativity	Evaluates the wider environment and understands how Mission Gallery must respond
Delivery of effective outcomes	Displays a strong results-focus and takes the lead in establishing an outcome-orientated organisation