

## PROGRAMME DIRECTOR

15 August 2022

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Thank you for your interest in the above post at S1 Artspace.

Enclosed is the job description, person specification, core terms and conditions and background information. An equal opportunities monitoring form also needs to be completed and returned with your application. Please click [here](#) to complete the form.

**Deadline:** Monday 5<sup>th</sup> September, 12 noon

All applicants shortlisted for an interview will be contacted by email.

To apply for this role, please email a covering letter of no more than 2 sides of A4 detailing your suitability and interest in the position, together with your CV, including the names and contact details of two referees to 'recruitment@s1artspace.org'.

If you have any queries regarding the process or would like an informal conversation about the role, please email 'recruitment@s1artspace.org'.

Thank you for your interest in S1 Artspace and we look forward to receiving your application.

Yours sincerely,



Sara Trentham-Black  
Chair, Board of Trustees, S1 Artspace

## BACKGROUND

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S1 Artspace is an arts organisation based in Sheffield that actively supports the production and presentation of new work and ideas. Based at the Park Hill estate since 2015, we provide an annual public exhibitions and events programme, alongside our studios for artists and creative businesses based in Sheffield.

Established in 1995 by artists living and working in Sheffield, we've grown from a modest, voluntary-run studio complex above a nightclub in 1995, to an organisation now based at the largest listed structure in Europe.

We provide studio space for artists at varying stages in their careers, from recent graduates to established artists working internationally. Since 1995, we've supported over 400 artists through our studios including Sheffield Hallam University's PhD Research Studio and MFA & BA Fine Art Project Space. Artists based at S1 have been selected for the Venice Biennale, New Contemporaries, British Art Show, and Yorkshire Sculpture International, and regularly exhibit their work worldwide.

Through the exhibitions programme, we have commissioned over 85 new works and presented work by over 600 artists, including six Turner Prize winners and a further seven nominees. Our programme has included major solo exhibitions of new commissioned work by Ilona Sagar, Assemble, Eva Berendes, Nicolas Deshayes, Michael Fullerton, Jennifer West and Haegue Yang; and group exhibitions presenting work by artists including Michael Dean, Ryan Mosley, Cally Spooner, Hito Steyerl, Jessica Warboys and Nicole Wermers.

We regularly work in collaboration with other organisations and individuals to realise our work. Most recently this has included partnerships and collaborations with Chatsworth, the RIBA, Henry Moore Institute, University of Sheffield, Bloomberg New Contemporaries, Sheffield Hallam University, Glasgow Sculpture Studios, Site Gallery, DocFest, Wysing Arts Centre, Studio Voltaire, Spike Island, Eastside Projects and Museums Sheffield.

In 2015 we relocated to fully accessible premises at the Park Hill estate, surrounded by some of the city's most under-served communities with low levels of access and engagement with art and culture. This move represented a development in our ethos to build a socially relevant and impactful visual arts organisation and work towards our long-term strategy to develop a sustainable permanent gallery and artist studio premises.

## PROGRAMME DIRECTOR JOB DESCRIPTION

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### The main purpose of the role

This is a new position within our organisation to provide senior management across S1's public programme, artist studios and operations. This post was created to enable S1's director to focus on S1's capital project.

As Programme Director you will have experience in delivering projects and exhibitions for a visual arts organisation; managing artist's studios or equivalent service; have a strong understanding and knowledge of managing a public building (inc. venue hires); have previously line managed staff, volunteers and contractors; and have experience of successful fundraising, managing budgets and reporting to funders.

You will report to the board of trustees at quarterly board meetings and maintain strong lines of communication between staff, studio holders, audiences and stakeholders.

<b>Job title</b>	Programme Director
<b>Responsible to</b>	Board of Trustees
<b>Responsible for</b>	Interim Curator / Finance Officer / Building Supervisor
<b>Salary</b>	£30,000 - £34,000 pro-rata (dependant on experience)
<b>Contract</b>	21 hours per week (7-month contract with potential to extend)  Occasional evening and weekend work may be required, for which TOIL will be granted.
<b>Annual leave</b>	Employees are entitled to statutory annual leave (pro rata) , plus bank holidays.
<b>Probationary period</b>	This post is subject to a probationary period of two months.
<b>Other</b>	On completion of three months' service, employees are eligible for auto-enrolment in S1 Artspace's workplace pension scheme.
<b>Deadline</b>	Monday 5 September, 12 noon
<b>Place of work</b>	S1 Artspace, 1 Pat Midgley Lane, Park Hill, Sheffield, S2 5PN

## **Key tasks and responsibilities**

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### **Programme**

- Work closely with staff to deliver the forthcoming artistic programme inc. project management; developing partners/opportunities; leading programme planning meetings with staff
- Manage exhibition logistics inc. shipping, insurance, freelance technicians, installs/deinstalls and exhibition maintenance
- Overseeing front-of-house operations inc. staffing rotas, shop stock and display
- Ensure the gallery follows health and safety procedures and that risk assessments are conducted for each individual project
- Provide talks for group visits and events as required

### **Studios**

- Manage studio-related enquiries
- Work with the Building Supervisor to ensure the premises are compliant and that annual risk assessments are conducted and acted upon
- Manage studio recruitment including promotion, studio viewings, reviewing applications, issuing new licenses and building inductions

### **Marketing & Audience Development**

- Produce PR copy as required and work with S1's freelance designer to produce promotional material
- Ensure the website is kept up to date
- Manage S1's social media platforms (Twitter, Facebook, Instagram) working to increase user engagement and online presence
- Ensure subscription databases are kept up to date and in compliance with GDPR
- Act as lead contact for press enquiries
- Devise programme of audience development activity to widen audience reach and participant engagement
- Manage the monitoring, analysis and reporting of visitor and participant information utilising surveys, questionnaires and other audience research techniques

### **Finance & Fundraising**

- Manage live grants and sponsorship including providing updates and reports as required
- Develop and submit funding applications and sponsorship requests to support the future artistic programme as required.
- Carry out evaluation and monitoring processes as required by funders and produce project evaluation reports for both internal and external purposes
- Promote and manage venue hires
- Manage S1's editions including production, promotion, sales and distribution
- Work with the Programme Assistant to ensure shop stock is well displayed, inventory kept up to date and that front of house staff are trained
- Work with the Finance Officer to manage and update budgets and provide financial reports for quarterly board meetings.
- Provide relevant and timely information for the Finance Officer regarding project budgets and invoices

### **Other**

- Lead weekly staff meetings
- Organise and attend quarterly board meetings; prepare board papers and financial reports (with the Finance Officer) minute meetings and circulate to trustees

- Ensure excellent communication between staff, studio holders and the board of trustees
- Assist and attend S1 events (working outside of normal working hours will be necessary on some occasions)
- Represent S1 at external meetings when required
- Actively and positively contribute to other areas of S1's activities and duties as and when required

## **Person specification**

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### **Essential**

- Degree or degree level qualification in an arts-related subject, or comparable significant experience
- Excellent knowledge of contemporary visual arts
- Experience in working with artists and commissioning new work
- Knowledge of and interest in current issues of programming and curating
- Minimum of 2 years professional experience of working in a gallery or arts organisation within a programming or curatorial team
- High level of communication and interpersonal skills
- Experience in project management, including planning and budgeting
- Experience in print production, editing, proofreading, and working with designers
- Experience in successful fundraising and reporting to funders
- Experience in budget management
- Experience of working as part of a small, dedicated team
- Excellent organisational and time management skills, including the ability to initiate, self-motivate and work to tight deadlines
- Effective decision-making, negotiation and problem-solving skills
- Computer literate and comprehensive knowledge of Microsoft Office
- Experience in managing small teams including volunteers and interns
- Ability to creatively problem solve
- Positive, team-oriented attitude
- Ability to think analytically and strategically
- Prepared to work flexibly where necessary to meet the demands of the post

### **Desirable**

- Postgraduate qualification in relevant subject
- Experience or knowledge of commissioning and presenting public sculpture/work in the public realm
- Understanding of the professional development challenges and opportunities for emerging artists and other early-stage practitioners working within the contemporary visual arts
- Proficient use of design and graphics programs i.e. Photoshop
- Experience in initiatives that focus on audience development and working with diverse audiences
- Effective working with the arts press and media
- Experience in art handling and condition-checking artwork