



GALLERY DIRECTOR

NEWLANDS HOUSE GALLERY

Newlands House Gallery opened in March 2020, and has staged eleven exhibitions of world class artists from the 20th and 21st century. The gallery occupies an 18th century townhouse in the centre of Petworth, a beautiful market town in the heart of the South Downs, noted for national trust art collection at Petworth House.

ABOUT THE ROLE

As the gallery approaches its fifth anniversary, Newlands House Gallery is looking to recruit an experienced Gallery Director to take the gallery to the next phase of growth. The Gallery Director will represent the gallery locally, nationally and internationally, supporting the gallery's ambition to stage world class exhibitions and events focussed on great artists of the 20th and 21st centuries.

LEADERSHIP STRUCTURE

The Gallery Director will report into the Chief Executive and work with a team including a Finance Director, Marketing Manager, Events Manager, Social Media Manager and Gallery Assistants, with freelance support from a registrar and curators.

RESPONSIBILITIES

The Gallery Director will be responsible for establishing a programme of three exhibitions a year and will use their strong network of artists and gallerists to assist in the success and reputation of the gallery. The gallery holds non-national museum status with the Arts Council, and the Gallery Director will be responsible for ensuring that environmental conditions are properly managed and security maintained, ensuring that the UK facility agreement with the Arts Council is maintained and renewed.

Other:

- Liaise with the marketing and communications department to develop audiences, including specific campaigns
- Liaise with the Events Manager to arrange events at the gallery including private views, dinners, talks, presentations and gatherings
- Ensure the smooth running of the operations of the gallery, working in harmony with the Gallery Assistants and CEO
- Extend and manage the subscriber base to increase the number of art pass holders and improve our loyalty programme
- Keep up to date with industry developments and increase awareness of the gallery in the arts world
- Manage a team of Gallery Assistants to provide career development and motivational support
- Liaise with the CEO and Finance Director to maintain and renew the Temporary Admissions account with HMRC

- Oversight of the gallery shop and gallery merchandising to ensure the gallery maximises online and in store retailing
- General administration including budgeting

ADDITIONAL RESPONSIBILITIES

This document is not intended to be an exhaustive list. Additional responsibilities may be required as the Senior Management team continually develops and grows the business and the Company as a whole.

Qualifications and Skills:

- Suitable candidates should hold a Bachelor's degree or Master's degree in the arts, whether history of art, art business management or related topic
- Substantial experience in management of an art gallery and art sales
- People management experience with excellent oral and written communication skills
- Strong organisational skills and a positive engaging personality to lead a team
- Proficiency with Microsoft Office suite (Teams, Outlook, Excel)
- Knowledge of or a willingness to learn software packages

Key Attributes:

- An engaging and motivating approach
- Confident with an unflappable and problem-solving attitude
- Good personal presentation and rapport building skills
- Interest in heritage, culture, craftsmanship, and artisanal excellence
- Leadership and demonstrable teamwork skills
- A good balance between strategic planning and hands-on delivery
- Creative 'outside of the box' thinking

Accountability: Demonstrates and communicates a high level of ownership and commitment to achieving results, accepting responsibility for behaviour and job-related tasks, and establishes an agreement on how success will be measured.

Inventory Management: Support the whole team with accurate record, control of stock levels, receiving and processing proforma invoices, ensuring changes and updates are current, correct, and logical storage and maintenance. Ensures website stock levels are maintained and accurate.

Client Service Orientation: Establishes mutual expectations with a client to ensure satisfaction, going above and beyond to help build a strong relationship. Shows care and timeliness when dealing with client requests, is keen to offer assistance before a request is created. Well-presented and proactive sales approach

Communication: Development strong and positive local business relationships and brand awareness in Sussex, Surrey, Hampshire. Writes clearly and concisely, provides useful and effective in-house communication, and works well with the team and the wider group. Develops relationships with industry groups, educational sectors, tour groups and other relevant organisations.

Planning: Uses effective methods to determine priorities, set goals, and create a plan. Establishment and maintenance of exhibition plans. Forward thinking and uses common sense and foresight, identifying potential issues or hazards. Works in a time efficient and effective manner.

Technical Savvy: Exhibits a comprehensive and thorough understanding of CRM products, programs, and their application; stays up to date on current trends and events relating to technology and understands general business application of IT. Attends training sessions to build competence and confidence on technical abilities.

Problem Solving: Takes a systematic approach to solving problems rather than reacting to symptoms, recognises problems quickly and uses good judgment, common sense, and past experience and knowledge to act appropriately and efficiently

WE OFFER

- Holiday entitlement is 28 days per annum including Bank Holidays for fulltime roles. Holiday is calculated on a pro-rata basis for part time roles
- Learning and development opportunities
- Staff discounts at all group outlets
- Refer a Friend Scheme Bonus of £100
- Company Pension Scheme
- Employee Assistance Scheme

Location: Petworth, West Sussex

Employment Type: Permanent, Full Time

Hours: 40 hours per week, Monday to Sunday based on a rota

Salary: Dependent on skills and experience

To Apply: Please send your CV and covering letter to recruitment@petworthplaces.com