



South Square Programme & Gallery Manager

4 days per week
£27,000 pro rata

Based: Onsite at South Square, BD13 3LD.
Flexibility to work evening & weekends required.

Reports to: Director & Trustees

South Square has undergone significant development during the last 5 years; a £1.3m capital transformation, 3-yr Heritage Programme and organisational development. We are now on the precipice of a one-time opportunity to develop the organisation, leveraging opportunities from Bradford 2025 and re-establish our high-quality contemporary art exhibitions & events programme which engages with diverse audiences.

The Programme & Gallery manager is responsible for curating the exhibitions programme, formal and informal learning opportunities, events programme and external projects as well as managing the day-to-day operations of our gallery spaces & shop which bring in 31,000 people per year.

The role supports the centre to reach the aim of becoming a key anchor organisation for visual arts in Bradford. Extending the reach of our work across Bradford and providing opportunities to develop relationships with visual artists in the district.

Roles & Responsibilities

Gallery & Events

- Responsible for curating & delivering a series of high-quality ambitious exhibition programme in which align with Bradford 2025 priorities, Bradford Council's Culture Is Our Plan 10 Year Culture Strategy & Arts Council Investment Principles.
- Working with the Centre Director to develop the centre's long-term strategic direction of the programme and embedding the legacy of our 2025 programme across the next 5 years.
- Responsible for programming & delivering wrap around events, activities, talks & workshops which complement the exhibitions programme.
- Responsible for income generating activities including workshops, risograph hire and printing jobs, gallery sales, and the membership scheme.
- Connecting with key partners & stakeholders across the city to situate exhibitions & events programme within the wider Bradford 2025 programme.
- Building relationships with local visual artists and supporting the development of the visual arts sector through professional development opportunities.
- Monitoring central programme budgets against various funders targets & outcomes, ensuring budgets comply with reporting requirements.
- Developing a long-term sustainable volunteer programme to support invigilation, maintenance and day-to-day running of the centre.
- Line management of trainees and volunteers, training new starters. Ensuring the gallery is adequately staffed to support invigilation and visitor experience.
- Ensuring that South Square remains accessible to all, bringing forward ideas on how we can increase access within our exhibition & outreach programme. Addressing gaps in engagement to offer the widest possible access to diverse groups and needs.
- Being part of centre-wide conversations about increasing diversity, reducing environmental impact, and improving sustainability and access.



Marketing

- Leading on all external Marketing / Communications, including direct marketing (print) and digital marketing, and PR.
- Reporting to the Director about insights & impact of our marketing strategy, adjusting the strategy in line with new technologies.
- Leading on a PR strategy to ensure South Square's activities are well advertised and featured regularly in print & digital press outlets, including coordinating with Bradford 2025 to include the centre in external PR opportunities.
- Representing South Square in interviews with local TV & Radio coverage

Impact & Insights

- Ensuring accurate audience data is collected across all programmes and activities including proportional audience demographic data and qualitative feedback.
- Collating and preparing project reports aligned with various funders requirements, to present to the trustees of the board.
- Liaise with project partners throughout projects to ensure monitoring information is collected in appropriate formats; request, collate and be responsive to feedback.
- Ensuring activities are well documented through images and video documentation.

Front of House

- Day-to-day management of the centre including opening, closing and invigilating exhibitions, preparing rooms for events, being the first point of contact at the centre & dealing with general enquires.
- Events management and risk assessment for centre events.
- Ensuring the gallery has adequate invigilation cover during opening hours.
- Ensuring the presentation of the centre (inside) and that it meets health and safety requirements.
- Facilitate sales of artwork & gifts in Unit 9, Café, and Main Gallery and keeping a record of sales, ensuring artists are paid for their work in a timely and accurate manner.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by the objectives of the organisation.

Person Specification:

Essential:

- Excellent written and verbal communications skills
- Ability to problem solve, adaptability and flexible thinking
- Strong organisational and time management, prioritisation skills
- Self-motivation and ability to work in teams and unsupervised
- Experience managing people and supporting volunteers
- Experience in managing projects, commissioning artists or organising events, on time and to a budget
- Demonstrate the desire to learn new skills and advocate for continued professional development
- Experience of working in the Arts, Heritage or Community sector

Desirable:

- Knowledge and understanding of the cultural sector in Bradford
- Knowledge of regional and national arts frameworks including BMDC's Culture is Our Plan & ACE Let's Create strategies
- Possess a commitment to diversity and inclusion and environmental sustainability



Requirements:

- A good general standard of education
- Ability to hold an Enhanced DBS and willing to do so
- Legally entitled to work in the UK

Application Process & Timeline

Please submit a CV and Cover Letter (2 pages max) expressing your interest in the role and how you might be suited to the position.

Applications should be emailed to Alice at alice@southsquarecentre.co.uk

To enquire about the role or request a pre-application conversation or would like to submit your application in another format, please contact Alice on the address above.

Deadline for applications **Thursday 21st November 12 noon.**

Interviews will take place on Friday 6th December at South Square Centre.