

**Exhibitions and Cultural Engagement Coordinator (1.0FTE)
1 Year Fixed Term (Maternity Cover)**

The Glasgow School of Art

The Glasgow School of Art is one of Europe's leading independent university-level institutions for the visual creative disciplines. Our studio-based, specialist, practice-led learning and research draws talented individuals with a shared passion for visual culture and creative production from all over the world.

Originally founded in 1845, today we have 2150 students studying across architecture, design, digital, fine art and history and theory. As we develop new academic programmes and enhance our areas of expertise and inter-disciplinarity, our ambition towards 2018 is to grow our student community in Glasgow by 25%, and continue to grow our research profile and campuses in Singapore and the Scottish Highlands and Islands. Our internationalisation strategy is embedded across our academic programmes and research, connecting the GSA with some of the world's leading universities and specialist higher education institutions.

Recognised by the Scottish Funding Council as an independent, specialist institution the GSA is an important and integral part of Scotland's higher education provision. Working in partnership with universities across Scotland and the UK, our degree programmes are validated by the University of Glasgow. The University of Glasgow has validated our programmes since 1992 and whilst the Senate of the University has ultimate responsibility for the awards, there is maximum delegation to the GSA for its own quality assurance procedures. The School, through its Academic Council, is also responsible for the development, monitoring, evaluation and updating of its academic framework.

Our 185 academic staff, 80% of which are research active, form a strong creative community united in the ambition to see GSA positioned as a global leader in studio based research and teaching, transforming thinking by developing creative approaches with new audiences, locally, nationally and internationally. As one of the UK's largest and most intensive research communities for the visual creative disciplines, GSA's research activity is clustered into the following interdisciplinary themes:

- Architecture, urbanism and the public sphere
- Contemporary art and curating
- Design innovation
- Digital visualisation
- Education in art, design and architecture
- Health and wellbeing
- Material culture
- Sustainability

Moving forward GSA has ambitious plans to develop its research profile further through internal collaboration and new partnerships with National and International Organisations. We recognise the distinctive contribution made by visual creative disciplines within the rapidly growing interdisciplinary research agenda and seek to

position GSA as a global leader in this field. This will involve development and mentoring of GSA's own research talent, recruitment of the best new staff, the securing of higher levels of external research funding to support research projects and further growth in the scale and activity of GSA's PhD community.

While we are firmly rooted in Glasgow, one of Europe's leading creative cities, we are international in outlook with one of the UK's highest percentages of international students and one of Scotland's largest percentages of students from the rest of the UK. Over the last five years over £65 million has been invested in our estates including the recently opened Reid Building. Further investment is currently being planned which will create a cohesive creative campus with the iconic Mackintosh Building at its core.

We have a total income of over £30m, and our aim is to cultivate conditions in which the GSA can continue to achieve great things through what we do, with whom we do it and through creative approaches build on our existing strengths and distinctive assets, in order to:

- Achieve excellence and leadership in student-centred studio-based learning
- Engage with new audiences through inter-disciplinary research
- Extend our global reach and creative engagement
- Be a robust and efficient institution – maximising our resources and our potential

The Studio

Our studio-based approach to learning and innovation has particular relevance in the 21st Century. The place of the studio in creating the environment for inter-disciplinarity, peer learning, critical enquiry, experimentation and prototyping can help to address many of the grand challenges confronting society and contemporary business. It provides space to bring disciplines together, exploring problems in new ways to find innovative solutions. Studio is at the heart of our pedagogy, how we work and how we engage with others.

Exhibitions Department

The Glasgow School of Art Exhibitions Department curates a year-round public programme that works with contemporary artists, designers and architects from the UK and abroad, as well as interacting with teaching and research activities and developing creative opportunities with staff and students. Our innovative programme of exhibitions, performance, seminars, talks, off-site projects, publishing initiatives and outreach, aims to explore the creative, social and educational nature of contemporary practice. We also make exciting links to the rich heritage and architecture of The Glasgow School of Art and its collections.

The Role

Job Title	Exhibitions and Cultural Engagement Coordinator (1.0FTE)
Location	Exhibitions Department
Reports to	Exhibitions Director (Exhibitions co-ordinator) and Director of Marketing and Strategy (Cultural Engagement)
Purpose	<p>The Exhibitions Coordinator is part of the Glasgow School of Art Exhibitions Team. The post holder will provide support to the Exhibitions Director in the co-ordination and delivery of all aspects of exhibitions and projects.</p> <p>The Exhibitions Co-ordinator also works on Cultural Engagement activities on behalf of the GSA – namely organising and delivering Professorial Lectures, GSA Public Lectures and other specified Cultural Engagement activity.</p>

Dimensions

- Exhibitions Co-ordinator: Circa 20 Exhibitions / Projects per year, Circa 10 Events (i.e. Talks, Seminars) per year
- Cultural Engagement: Circa 6 Events (i.e. Lectures) per year

Key Accountabilities -

- Co-ordinate exhibitions and projects;
- Support the Exhibitions Director with the management of installation and de-installation of exhibitions, involving liaising with technical crew to set timetable and tasks;
- Coordinate the invigilation team, including drawing up the invigilator schedule, the preparation of timesheets for payment and training;
- Prepare condition reports forms and undertake condition checks;
- Assist the Exhibitions Director in the liaison with practitioners, staff, students and contractors;
- Organise transport of art works;
- Arrange appointments and meetings for allocated projects, make travel, subsistence and accommodation arrangements for those we work with;
- Co-ordinate the gallery booking system for internal gallery users;
- Provide support to Exhibitions Director with research required for exhibitions and projects;
- Provide support in the preparation and realisation of exhibition / project related events (eg exhibition previews, talks and events);
- Maintain GSA Exhibitions archive of projects;
- Update and maintain mailing databases;

- Financial duties setting up PO numbers, using PECOS system and dealing with invoices;
- Maintain the gallery spaces within the Glasgow School of Art;
- Assist in the installation and de-installation of exhibitions; preparing condition reports and undertaking condition checks;
- Provide a full range of administrative support to the Exhibitions Director;
- Process all general exhibition enquiries, unsolicited artist and exhibition proposals;
- Ensure all administration and exhibition files are kept up to date;
- Issue practitioners with exhibition contracts;
- Maintain and update Exhibition information on the Glasgow School of Art website and other digital and marketing platforms
- Co-ordinate Exhibitions publicity with Press Officer and other media outlets as necessary;
- Assist in the collation of information for funding applications and reports;
- Order and maintain stationery stocks and other materials for exhibition presentation;
- Take reasonable care of the health and safety of yourself and of others who may be affected by your actions at work;
- Cooperate with the School in ensuring that all statutory, policy and other H&S requirements are complied with;
- Undertake suitable training and awareness in matters relating to H&S in the workplace;
- Participate in the School's Career Review and Development programme and undertake relevant staff development, where appropriate;
- Work with Director of Strategy & Marketing, to plan and deliver Cultural Engagement activity on behalf of the GSA, namely up to 6 Professorial Lectures and Public Lectures per annum. Arranging AV support for lectures and ensuring recordings are made;
- Managing budget for Cultural Engagement;
- Undertaking other duties deemed reasonable by the Exhibitions Director.

Relationships

Internal Contacts:

- Exhibitions Director
- Director of Strategy and Marketing (Cultural Engagement)
- All levels of staff and students within the School

External Contacts:

- A range of external contacts in education, from primary to higher level.
- Cultural delegations
- Galleries
- Press
- Overseas Institutions
- Business and Commercial contacts.

Person Specification

Candidates will be expected to possess:-

- Experience of working within an arts environment
- Educated to degree level within a relevant art subject
- Demonstrable experience of organizing exhibitions and projects
- An active interest in the contemporary arts
- Ability to work calmly in a busy environment

This role involves interaction with a wide range of staff, students and external contacts. The post holder should be able to demonstrate the following attributes and interpersonal skills:-

- Excellent administrative and organisational skills
- The ability to communicate effectively and to a high standard in writing as well as verbally;
- A flexible and collaborative approach
- Strong and demonstrable I.T. skills and confident in the use of databases and spreadsheets
- Ability to pay close attention to detail and produce work to a consistently high standard;
- Ability to work on own initiative as well as an integral part of the team;
- Availability to work flexible hours including evenings and weekends as appropriate.

Terms and Conditions

Contract	Fixed Term 1 Year
Probationary Period	It is recognized that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description. The probation period for this role is 6 months.
Salary	Grade 5, £26,052 - £30,175 per annum
Hours	35 hours per week
Holidays	30 days plus 11 statutory holidays per annum
Pension	Option to join the Local Government Superannuation Scheme
Notice Period	1 month