

**Exhibitions and Cultural Engagement Coordinator (1.0FTE)
Permanent**

Exhibitions Department

The Glasgow School of Art Exhibitions Department curates a year-round hybrid public programme of physical and online exhibitions and events that develops, supports and delivers staff research, student experience, invited innovative practice and working in partnerships with community and a diverse range of stakeholders.

GSA Exhibitions 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

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| 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 up to 10 events linked to a Cultural Engagement programme set by GSA and other specified activity, including supporting the administration and contributing to Race, Rights and Sovereignty (RRS) programme, which is delivered in partnership with GSA Student Association.</p> |

Dimensions

- Exhibitions Co-ordinator: Circa 12 Exhibitions / Projects per year, Circa 10 Events (i.e. Talks, Seminars) per year
- Cultural Engagement (Public Lectures / RRS programme): Circa 10 Events (i.e. Lectures, events, or workshops) per year

Key Accountabilities -

- Co-ordinate exhibitions and projects of a hybrid (physical and online) exhibitions programme;
- Support the Exhibitions Director with the management of planning and delivery of that programme, including installation and de-installation of exhibitions, involving liaising with technical crew to set timetable and tasks; management of online events and subsequent resources;
- Coordinate the invigilation team, including drawing up the invigilator schedule, the preparation of timesheets for payment and training;
- 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 systems required for running exhibitions and events on campus, on line and offsite;
- 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 including online (Wordpress, Flickr);
- Update and maintain mailing databases;
- Financial duties setting up PO numbers, using PECOS system and dealing with invoices; co-ordinating payroll for GSA Exhibitions technical staff, invigilators and suppliers where necessary;
- 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;
- 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;
- Undertaking other duties deemed reasonable by the Exhibitions Director.

The post holder is also responsible for planning and delivering the following strands in co-ordination with the Director of Strategy & Marketing (Public Lecture Programme); and co-ordinating and contributing to the Race, Rights and Sovereignty Programme (GSA Student Association RRS Project Co-ordinator)

- Work with Director of Strategy & Marketing, to plan and deliver Cultural Engagement activity on behalf of the GSA, arranging AV support for both physical and online lectures and ensuring recordings are made;
- Support the Race, Rights and Sovereignty programme with administration and collaboration;
- Managing budget for Cultural Engagement;
- Liaise with invited speaker on date / themes / marketing / tech requirements;
- Co-ordination of digital recording and distribution to GSA web platforms (GSA website, RRS website, GSA Exhibitions Wordpress)
- Organisation of Eventbrite / ticket booking systems
- Organise permissions for recordings and upload
- Mentoring support for student choice delivery of one RRS event

Relationships

Internal Contacts:

- Exhibitions Director
- Director of Strategy and Marketing (Cultural Engagement)
- GSA Student Association (Race, Rights and Sovereignty Project Co-ordinator)
- 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 and Museums
- Community and other stakeholders
- Funders
- Press
- Overseas Institutions
- Business and Commercial contacts.
- Practitioners from all disciplines

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
- Technical skills and/or understanding, relating to planning and carrying out exhibition installations;
- 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

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| Contract | Permanent |
| Probationary Period | It is recognised 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 £27,511- £31,865 per annum |
| Hours | 35 hours per week |
| Holidays | 30 days plus 11 statutory holidays per annum |
| Pension | Local Government Superannuation Scheme |
| Notice Period | 1 month |