



JOB DESCRIPTION

Job title :	Director, Bluecoat Display Centre (BDC)
Location:	Liverpool city centre.
Salary:	£26,000 - £29,500 starting salary based on experience.
Ideal start date:	2 October 2017
Hours:	9.45 - 5.45 with 30 minutes lunch break, five days per week on a rota which includes some weekend days.
Holidays:	20 days paid holiday plus 8 bank holidays.

Some flexibility will be required in the arrangement of these hours and any additional hours required for the satisfactory completion of the role will be unpaid.

We are an equal opportunity employer who is fully committed to providing equality of opportunity in all areas of dealing with staff, whether in recruitment and selection, promotion or training and development.

Who we are?

The BDC originated as one of this country's earliest craft galleries in 1959. Since then the BDC has developed into a dynamic independent craft organisation, whose mission is to raise the public's aesthetic appreciation of applied art and design and the provision of educational lectures, workshops and exhibitions. We are based in the Bluecoat, an arts centre, in Liverpool.

The BDC is now recognised nationally and internationally as one of the UK's leading galleries specialising in contemporary applied arts, showing and selling some of the finest work made by professional craftspeople from the North West, across the British Isles and beyond. BDC is Liverpool's only independent contemporary craft gallery and retail space.

The BDC has a reputation established over 50 years, of being one of the Craft Council of England's selected galleries. It has a regular audience of over 30k visitors per year and is run by a small and close knit team of five employees with the help of four volunteers. BDC is a registered charity with a trading subsidiary.

Bluecoat Display Centre the Bluecoat, College Lane Liverpool, L1 3BZ

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charities number 1136680



Main purpose of the role

The Director of the BDC leads a small team of experienced staff who are passionate about contemporary craft. It is the Director's role to ensure the smooth running of the BDC's operations and outreach activities and to oversee its long and short term financial and commercial strategy, supported by the board of directors.

Key duties and responsibilities

The primary responsibilities of the Director are outlined in the key areas below. In addition, the Director is expected to undertake any other task, deemed to be appropriate to this role.

Business & Financial Management

- To build effective external networks, including the establishment of collaborations and partnerships, which will contribute to the achievement of income generation and outreach objectives.
- Oversee the business infrastructure, including budgets and finances.
- Oversee reporting and accounting as per regulatory and legal requirements e.g. taxation and accounts.
- Develop long and short term business, marketing and financial strategies to help grow the Centre, with the support of the directors.
- Lead on the recruitment and management of staff to ensure staff are happy, motivated and comfortable working together.
- Liaise with the board, preparing of reports and agreeing agendas for board meetings.
- Maintain appropriate financial and insurance records, certificates and files as required by law. developing and maintaining secure systems and procedures (including IT)
- Execute the responsibilities of a Director according to lawful and ethical standards, as set out by Companies House.
- Ensure the Centre's activities meet with regulatory and organisational requirements for health and safety, equal opportunities and environmental policies.

Creative Programming & Curating

- Curate high quality contemporary craft exhibitions in collaboration with the staff.
- Direct a programme of exhibitions, events and outreach work in collaboration with the staff, supporting team members in the development of their own curatorial and outreach skills.
- Liaise with artists for exhibitions, events and outreach work.

Fundraising/New Developments

- Lead on fundraising strategies for capital and revenue projects.
- Apply for any appropriate grants and/or external funding and liaise with our funding partners.

Lead Artist Selector

- Lead on the selection of artists for exhibitions and gallery stock.
- Oversee the balance of artists and disciplines represented in the gallery in collaboration with the staff.

Stock Management & Building Maintenance

- Oversee all stock control.
- Ensure all services to the building are functioning and report any malfunctions.
- Arrange contractors for any ad hoc repairs.



PERSON SPECIFICATION

Our ideal candidate will have:

- A resourceful and entrepreneurial approach to leading a small arts business with a proactive and creative approach to income generation.
- The ability and flexibility to deliver a complex combination of commercial and charitable / community driven goals.
- Effective networking skills with a track record of forging collaborative partnerships for competitive and commercial advantage.
- A strong arts background and an excellent knowledge of contemporary craft in order to promote the BDC on national and international platforms.
- Strong inter-personal skills – the ability to listen, influence, demonstrate diplomacy and achieve consensus.
- An ability to nurture, develop, motivate and empower.
- Sound judgement and decision making ability.
- Effective communication and presentation skills to develop strong working relationships with internal colleagues and external parties.
- A strong work ethic with the skills and drive to meet deadlines and manage budgets, whilst keeping calm under pressure.
- A working knowledge of Microsoft office.
- Some working knowledge of photoshop would be desirable.
- The ability to delegate duties to other members of the team .
- The ability to encourage and develop a volunteer programme .

Experience

- Experience of leading an organisation (or free standing subsidiary), inspiring staff and volunteers and managing delivery of operational plans.
- Experience of developing and delivering funded projects with expertise in creative project applications, project development and finance, and reporting requirements.
- Experience in curating.
- Experience managing a team is essential.
- Experience of working with a board is desirable.
- An awareness of visual merchandising is desirable.

Application

- Interested applicants should submit a current CV together with a covering letter explaining how they believe they meet the specification for the role. Neither of these documents should exceed two sides of A4 paper
- Applications should be addressed for the attention of the Recruitment Advisory Group and can be submitted either by post to **Studio 15, The Bluecoat, School Lane, L1 3BX** or via e-mail to **RecruitmentBDC@outlook.com**
- Closing date for applications is **12 noon 9 June 2017**
- Applications can only be considered from candidates eligible to work in the UK.