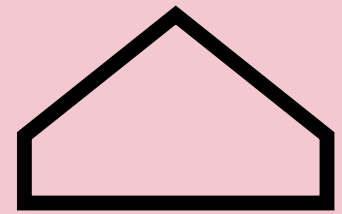


www.the-ropewalk.co.uk

RECRUITMENT PACK

Craft Gallery and Workshop Co-ordinator



THE ROPEWALK



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The Ropewalk is a regionally acclaimed centre for the arts housing galleries, Sculpture Garden, Coffee Shop, and Ropery Hall – a venue for live music, theatre and cinema within a Grade II listed former rope factory. Other facilities include: a printmaking workshop; artists' studios and meeting rooms available for outside lets



Our Creative Vision

The Ropewalk is an organisation that:

- Creates a gateway to artistic and cultural experiences that enrich lives.
- Deepens relationships between artists and audiences.
- Nurtures and celebrates artists
- Reflects the diversity of our local community and provides platforms for showcasing work from diverse artists, supporting the Creative Case.
- Provides workspace and employment opportunities within the creative sector
- Has a responsible business model that supports our creative vision
- Is the creative community hub in Barton and the wider region.

Job Title: Craft Gallery and Workshop Co-ordinator

Start Date: September 2022

Hourly Rate: £9.50 (Rising to £10.00)

Hours: 53.5 hrs per fortnight (To be discussed at the interview) These hours will include alternate weekend working.

Job Description

- The Craft Gallery and Workshop Co-ordinator reports to the Business Manager and works in partnership with the Exhibitions Officer. This position has a primary role in all aspects of customer service, working directly with customers to facilitate sales and related support for workshops. The Gallery Co-ordinator is the lead staff member for The Ropewalk Craft Gallery, in direct contact with artists, co-ordinating delivery, installation, and inventory records and works with the Exhibition Officer to programme small format shows in the Box Gallery and Hallmark Room. They are responsible for tracking exhibition records, installation/art handling, and shipping. This is a technical, administrative, and services-oriented position.

Qualifications

- At least 2-3 years of relevant retail gallery experience; or equivalent combination of applicable customer service, educational, and professional experience
- This position requires strong inter-personal and customer service skills in keeping with The Ropewalk's commitment to our customers, audiences and community and the ability to build and cultivate relationships. The individual must have excellent communication skills (written and verbal), and be willing and able to participate in a welcoming atmosphere.
- Proven experience in being detail-oriented, self-motivated, able to set priorities, meet deadlines, and organise and facilitate multiple projects at once. Able to manage a varied workload and ability to work independently, proactively, and also collaboratively.
- A keen understanding and interest in the field of contemporary craft, processes, and materials
- Functional ease with Social Media platforms and Windows software.
- Skilful use of hand and small power tools, ability to climb a ladder, and safely move heavy and fragile objects is required.
- Valid and active driver's licence preferred
- Customer Service / Retail Sales
- Contributes to a welcoming space for visitors, students, artists, staff, volunteers and the community.
- Works with gallery customers making purchases, placing orders, and booking workshops. Produces contracts and paperwork for artists and pricing up their work.
- To use software, computer, and credit card systems to facilitate sales. Use The Ropewalk Box Office System to sell tickets and contact Friends and Patrons.
- Assists Exhibition Officer and Marketing Officer in developing new customer relationships as well as sustaining long-term customer service.
- Works with Exhibition Officer to develop new artist relationships as well as sustain long-term artist representation, with particular objectives to actively build a diverse and inclusive artist roster.

- Primary contact for gallery artists: co-ordinating with gallery sales and purchasing, coordinating all aspects of inventory, sales, and information. Maintains artwork inventory for sales gallery, following up with artist requests, documenting incoming and outgoing inventory, and working with staff and volunteers to keep accurate records.
- Ensures all the work exhibited is cleaned regularly and general housekeeping tasks are completed such as glass cleaning, jewellery polishing and repainting plinths.

Other Duties

- Booking artists to run an interesting programme of day workshops and longer courses
- Weekend opening and closing of the building when on duty.
- Supervise weekend volunteers.
- Attending weekly staff briefing and monthly department meetings.
- Participates as requested in all internal administrative responsibilities including budget development and oversight, staff meetings, training sessions, and other meetings upon request. Performs additional duties as required.
- We ask that the successful candidate learn and perform the tasks to the best of their abilities. Be honest, polite, respectful to others, take on board what they are expected to do in their job role and have good time- keeping and attendance.

Marketing / Publications

- As project co-ordinator for small exhibitions assist the Marketing Officer to provide images and information for all exhibition webpages and publications content.
- Assists the Exhibition Officer and Marketing Officer with developing and maintaining all general gallery webpages by providing content, tracking/updating customer service pages, and general gallery information.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, work at a computer, and perform repetitive tasks. The employee is frequently required to use hands to handle or touch objects, tools, or controls and to talk fluently, and hear. The employee is frequently required to stand, walk, and bend. The employee must regularly lift and/or move objects. Occasional evening and regularly scheduled weekend work is required.

FURTHER DETAILS

- This is a permanent position.
- The job will start in September.
- Applications must include a covering letter and a CV.
- For further information please contact melissa@the-ropewalk.co.uk or 01652 660380 and ask for Melissa.
- The deadline for applications is Friday, July 29 2022.
- Interviews are scheduled to take place week commencing August 1 2022.

Commitment to Equity, Diversity, and Inclusion

We believe that equity, diversity, and inclusion are essential to fulfilling our mission. We want to inspire and nurture the human spirit, and we value the perspectives and contributions of all people. The Ropewalk is committed to being a community that welcomes and respects everyone regardless of age, ability, ethnicity, race, religion, philosophical or political beliefs, sexual orientation, gender identity or expression, nationality, geographic origin, and socio-economic status. We are committed to providing an environment free of discrimination.



ROPEWALK



The Ropewalk, Maltkiln Road, Barton upon Humber, North Lincolnshire. DN18 5JT.
01652 660380. www.the-ropewalk.co.uk