



Job description / Person Specification

O3 Gallery**Job Description/Person Specification**

Job Title	O3 Gallery Manager
Responsible to	Trevor Osborne, director of Oxford Castle Ltd and The Osborne Group
Responsible for	Weekend/casual staff and volunteers
Salary	£20,000 - £22,000 pa dependent on experience.
Annual Leave	20 days plus public holidays.
Hours per week	40 hours per week. Core working hours are Monday – Friday 9.00am – 6.00pm. Post will include occasional weekend/evening work. Time in lieu will be given.

Overall Responsibilities:

The Gallery Manager will have responsibility for the day-to-day management of the O3 Gallery in the heart of Oxford Castle, dedicated to selling high quality work by artists with an Oxfordshire connection. The manager will have responsibility for organising the programme of exhibitions as well as working in close contact with colleagues at Oxford Castle Ltd.

How to Apply:

Applications will be accepted no later than **April 14 at 12 noon.**

Please fill in and return the application form along with a CV detailing any other experience and a covering letter to Sophie Egleton at info@o3gallery.co.uk or by post to O3 Gallery, Oxford Castle, OX1 1AY.

Interviews are expected to take place during the week beginning **May 3** and applicants may be asked to return for a second interview the week following (week beginning **May 10**).

Preferred start date for role is **21 June 2010.**

O3 Gallery Manager

Job Description

- Ensuring day-to-day management of the Gallery and weekend/casual staffing
- Welcoming visitors to the Gallery and maximising sales opportunities
- Organising exhibitions on a monthly basis and liaising with exhibiting artists; coordinating the exhibition installations and takedowns
- Managing the O3 Gallery budget and finances in consultation with Oxford Castle Ltd
- Overseeing and developing the marketing and audience development strategies for the Gallery
- Co-ordinating publicity and press for exhibitions, and co-ordinating preview card/catalogue design, print and mailouts
- Organising all previews, exhibition-related events and corporate hire events
- Maintaining and developing the database and O3 Gallery website
- Developing corporate partners and opportunities for income generation through events, corporate hire and sponsorship
- Advocating for the Gallery and encouraging artist applications
- Recruiting, training and managing weekend/casual staff and volunteers
- Contributing to the development of the O3 Gallery business plan with Oxford Castle Ltd
- Development of the Gallery steering group and exhibition selection committee

Person Specification

Essential

- Educated to degree level in Arts related subject
- At least 2 years in arts related employment
- Demonstrable sales experience, preferably in the commercial arts sector
- Demonstrable experience of arts administration
- Exhibition curating and installation experience

Desirable

- Knowledge of Design software such as Photoshop/InDesign/Publisher
- Marketing Qualification
- First Aid and Fire Marshall Training

Key Skills

- Customer focussed
- Excellent communication skills at all levels
- Computer Literate – Microsoft Office, Website updating
- Passion for the arts and artistically literate.
- Organisation and Time Management skills
- Event Management Skills
- Positive, Assertive, Proactive
- Team worker and happy to work to own initiative

Motivation

This post would suit a willing, reliable and enthusiastic person who sees this position as an opportunity to lead the development of an emerging regional art gallery, widen their knowledge in the sector and establish their career in the Oxfordshire and South East visual arts scene.

The successful applicant will be able to enhance and develop their skills by taking initiative in project and events management. Ongoing personal development can be discussed with the Director of Oxford Castle Ltd.

For further information on the O3 Gallery please see www.o3gallery.co.uk



Application Form

Application for the post of: O3 Gallery Manager

IMPORTANT: Please complete this application form in black ink or typescript.

Section 1. Personal Details

Name:

Address:

.....

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Telephone: (day) (evening)

Email

When would you be available to take this post?:

Current salary.....

Section 2. Education

a. Details of Secondary Education, qualifications and grades obtained:

Dates	Institution	Qualification	Grade

b. Details of further education and qualifications (please include dates):

Dates	Institution	Qualification	Grade

c. Details of any other training / short courses / qualifications:

Section 3. Career to date since full-time education (include all previous paid and voluntary appointments, please explain any gaps).

Please continue on a separate sheet if necessary.

Dates (from – to)	Employer	Post(s) Held and a brief description of duties as well as reason(s) for leaving

Section 4. Details of Board Memberships and offices held.

Dates	Organisation	Post(s) held and a brief description of duties

Section 5. Please say what attributes, experience and skills you have that make you a suitable candidate and what attracts you to this post. With particular reference to the job description and person specification, please give examples from previous employment and voluntary work.
(Continue on a separate sheet if necessary)

Section 6. References: Please give names of three referees, one of which should be your current or last employer.

Referee 1.

Company:

Contact Name: Position:

Address:

.....

Telephone:Email:

May we approach your present or any previous employer before a job offer is made?

Yes No

A satisfactory reference will be required before an offer of employment can be confirmed.

Referee 2.

Name:

Address:

.....

Telephone:Email:

May we approach this referee before a job offer is made?

Yes No

Referee 3.

Name:

Address:

.....

Telephone:Email:

May we approach this referee before a job offer is made?

Yes No

Section 7. Declaration

- a. I declare that the information given on this form is, to the best of my knowledge, correct.
- b. I understand that giving any false information or omitting to give information or details, if appointed, make me liable for instant dismissal.

Signed:..... Date:.....