**Director of We Are The Minories**

We are hiring!

We are the Minories is seeking to appoint a Curatorial Director.

The successful applicant will be based at the Minories Galleries in Colchester City Centre.

Salary £35,000-45,000 depending on experience.

Probation period 6 months

Apply with a CV and covering letter by 12th February 2023 to ben@wearetheminories.com

**Introduction**

The role of the Curatorial Director is to implement the objects of We are the Minories.

The objects of We are the Minories are

*‘…to promote art for the benefit of the people of Colchester and the general public by the establishment and maintenance of an art gallery, by the exhibition and promotion of the art collection of the Victor Batte-Lay Foundation’*

The directors of We are the Minories are keenly aware of their social obligations; to which end they have pledged to use their clout to mitigate climate change, to work for social justice, inclusivity, diversity, and accessibility, ensuring the representation of under-represented groups.

**Job description**

The successful applicant will establish with the board and staff the strategic direction of the trust, leading to Museum Accreditation, the trust becoming a National Portfolio Organisation and overseeing a major refurbishment of the Minories building and estate focused on community development and accessibility.

Within these objectives, the successful applicant will devise an imaginative, creative and artistic programme. The successful applicant will devise and deliver a funding strategy that supports these aims recognising the interdependence of all parts of the organisation.

The successful applicant will manage staff and volunteers to deliver the creative programme, develop income generation, run a thorough documentation and evaluation programme, ensure the maintenance of the building, maintain and grow relationships with tenants, neighbours, stakeholders, gatekeepers, partners, audiences, supporters and participants. The successful applicant will ensure meaningful community investment in our strategy and goals with a commitment to transparency.

The successful applicant will manage public relations, and publicity using the full range of media available.

**Essential and Useful Skills**

* A sophisticated aesthetic understanding, profound knowledge of museum and gallery culture, of collection management, as well as creative production; which might include Ceramics, film and video, furniture, wood-working, jewellery, painting, photography, prints and drawings, sculpture, installation and textiles
* A commitment to inclusivity and representing a plurality of vision. We are the Minories has been working towards operating the Minories as a Creative Commons of shared resources which requires a complex notion of quality.
* Practical IT skills and be able to work with software as required.
* Clear and engaging communication skills for presenting strategies, statements, reports and press releases, verbally and in writing.
* A practical and thrifty frame of mind to supervise and set the maintenance schedule
* Deal with the utilities of the sites including keeping the cost of provision of those services at a reasonable level as well as maintenance and servicing
* DIY skills
* A driving license

**The successful applicant must have a proven track record of:**

* Writing successful funding bids
* Acquiring and negotiating the acquisition of objects or collections of interest
* Cataloguing acquisitions and keeping records in line with museum accreditation requirements
* Carrying out background research and writing catalogues
* Displaying objects or collections in a way that makes them accessible and engaging to the general public
* Writing copy for web
* Writing articles for internal and external publications
* Planning, organising, interpreting, and presenting exhibitions and lectures
* Having responsibility for collection documentation and management
* Negotiating loan items, external loans, and the accompanying funding
* Handling enquiries from researchers and the public
* Dealing with and understanding computer-generated imagery and website software as part of enhancing visitor interaction and experience
* Planning, forecasting, and reporting on budgets
* Managing staff recruitment, training, promotion, and development
* Dealing with enquiries from clients and stakeholders
* Liaising with voluntary groups, the community and industry (including schools, local history, and other community groups), as well as grant agencies to secure sponsorship for events, publications and development projects
* Liaising with management boards, governors, trustees and local council and political groups to secure the future of the museum
* Networking with other museum and art gallery professionals and outside agencies.

**Management**

* The Curatorial Director will report to the board of We are the Minories
* Oversee day-to-day operations
* Set policies and processes
* Design strategy and set goals
* Ensure employees work productively and develop professionally
* Oversee recruitment and training of new employees
* Evaluate and improve operations and financial performance
* Direct the employee assessment process
* Prepare regular reports for the board
* Ensure staff follow health and safety regulations
* Provide solutions to issues as they arise
* Work closely with, supervise, direct and optimise the Operations and Community Manager, the Business Development Manager and the Café Manager.
* Work with our social media and PR team to ensure that our work is widely disseminated, and its quality acknowledged and provide text to support this work.
* Liaise with the fundraising team helping to deliver a successful and effective fundraising strategy.
* Work with and facilitate the evaluation team ensuring high quality documentation of activities undertaken by the Foundation.

**Programme**

* Manage the activities of the artists and curators with whom the Foundation is working
* Develop positive relationships with our allies to facilitate the development of joint working
* Manage day to day budgets and ensure financial control and probity is maintained
* Assist in devising and delivering our audience development programme along with the artists and curators
* Develop artistic and social projects with trustees and the other artists and curators involved
* Exhibit a practical frame of mind, ensuring sites of activity are compliant with fire, health & safety and Covid legislation.
* Ensure a rigorous cleaning regimen is maintained in conjunction with agents and allies of the trust.
* Oversee the booking of various activities in various sites and ensure the calendar of events is publicised.
* Oversee the invigilation of sites of activity for the agreed and publicised hours so the sites can be open to the public.
* Deal with enquiries from and engagement with members of the public.
* Work with the goal of producing zero waste.
* Adhere to SPECTRUM standards of collections management
* Awareness of ACE’s Creative Case for Diversity