



Job Description: Rye Creative Centre Arts and General Manager

Following a substantial building upgrade that includes a brand new, state of the art Gallery and performance space Rye Creative Centre Community Interest Company is seeking a dynamic individual keen to develop a career in arts management to join us at the start of our exciting new programme of multi-disciplinary exhibitions, performances and cultural events.

With an established reputation as a significant creative hub, [Rye Creative Centre](#) provides studio spaces to more than thirty emerging, mid-career and established artists, and offers classes, networking, exhibition and development opportunities to studio holders and members of the wider community.

As well as having a passion for the arts, applicants should be able to juggle day to day admin with creative problem solving and have excellent digital, numeracy, literacy, organisational, communication and people skills. Candidates should also be comfortable liaising with our building maintenance team and dealing with building issues.

Purpose of Job

The primary function of this post is to ensure the smooth running of Rye Creative Centre both creatively and operationally. This includes day to day management of the property, maintaining strong relationships with the artist tenants and assisting with their needs, as well as overseeing, coordinating and delivering a programme of public events, talks, exhibitions and workshops in consultation with the programme team and studio holders. These duties can be

broken down into Creative/Curatorial projects, Administrative and Building Management. They include, but are not exclusive to:

Overseeing the Creative and Cultural Offer

- Planning an exhibition and event programme in conjunction with the CIC Directors
- Assisting in the delivery and smooth running of events and exhibitions
- Liaising with Studio holders on dedicated exhibition slots
- Organising Creative Liaison Committee meetings with Studio representatives and CIC Directors
- Being a friendly presence and point of contact for studio holders, liaising with studio holders to capitalise on mutually beneficial opportunities and assisting in their personal promotion and career development wherever possible.
- Promoting and developing our facilities (Art Room, Studios and Gallery) and programme of exhibitions, workshops, classes and events through online listings, social, local and national media in conjunction with our Communications Officer
- Showing potential hirers around and acting as an advocate for the Centre
- Nurturing relationships with relevant outside organisations such as local and regional galleries, arts institutions and schools/colleges in order to develop working partnerships and collaborations that benefit the wider scope of the arts programme
- Sourcing funding and grant opportunities

Administration and Building Management

- Updating and ensuring compliance with all building protocols and policies including Fire and Health and Safety procedures
- Undertaking regular fire tests and maintaining accident log
- Keeping all studio hire licences up to date and re-issuing when required.
- Issuing hire agreements for all gallery and workshop room hires.

- Invoicing studio holders and external hirers and managing payment systems
- Ensuring all invoices are issued in good time and all payments are made to maintain the smooth financial operation of the Centre
- Maintaining an up-to-date calendar of all events
- Maintaining an up-to-date calendar of all facilities hires
- Helping to prepare all year-end financial information for the accountants
- Reconciling bank account and preparing quarterly management accounts for governing CIC meetings
- Maintaining an up to date waiting list for studio hires
- Managing small petty cash float
- Ensuring good value for money from all external service providers and contractors such as cleaning company and waste collection
- Maintaining a presence in the front office to welcome visitors and receive deliveries, answering phone calls and general enquiries.
- Resolving efficiently and promptly any maintenance and repair issues that arise with the premises, which though renovated, are old and in need of regular attention

The ideal candidate will have an arts degree or similar qualification and at least two years' professional experience. They will need to be driven, hard-working and combine creative and practical thinking.

Required Skills and Experience

- Experience of event management and or curatorial experience
- Highly proficient computer skills including Microsoft Office and Excel.
- Excellent communication and interpersonal skills
- Excellent organisational skills
- Experience of financial reporting and budget management

Desired Skills and Experience

- Experience of making or assisting in funding applications
- Good working knowledge of work-place Health and Safety

Reports to: Projects and Media Co-ordinator

12-month fixed term contract, renewable

Fee £28,000 to £32,000

Hours of work 9.00am – 5.00pm Monday to Friday

Some weekend and evening work will be required, for which time off in lieu will be given.

To apply please send a CV including two referees and letter of application detailing:

- Your suitability for the position
- Relevant experience
- Why you want to work at Rye Creative Centre

Please apply to info@ryecreativecentre.co.uk by midday Friday

February 5th 2021. *Interviews will take place week commencing February 8th 2021 and the appointed postholder will commence duties latest on Monday March 8th 2021.

We will only be able to respond to those applicants whom we are inviting for interview.

*Covid 19 recommendations may necessitate interviews via Zoom