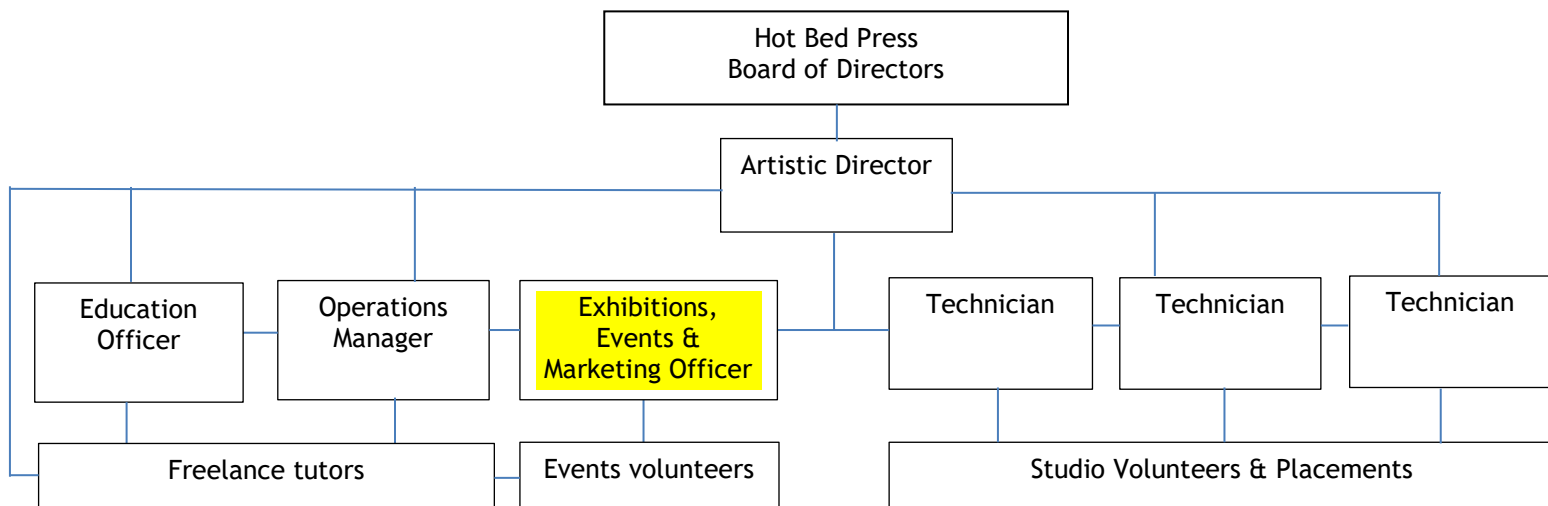


Exhibitions, Events & Marketing Officer Job Description / Application Form



Job title:	Exhibitions, Events & Marketing Officer <i>part-time (22.5 hours per week)</i>
Responsible to:	Artistic Director
Working in conjunction with:	Operations Manager, Education Officer & Technicians
Working hours:	Wednesdays 9.30am - 5.00pm Thursdays 9.30am - 5.00pm & Fridays 9.30am - 5.00pm For certain exhibitions and events at weekends you may be asked to work flexibly as required, for which time off in lieu is given. This will be negotiated and planned in advance. Any evening events will also be negotiated as time in lieu or additional hours.
Pay:	£12 per hour £14,040p.a. (£24,960 pro rata)
Annual leave:	126 hours / 16.8days
Terms:	2year contract
Probation Period:	6 months
Staff Benefits:	Staff receive free membership and unlimited hours use of the workshop including 24hr keyholder access. We also have a staff development scheme for training and workshop opportunities open to all staff.

Overview:

The post of Exhibitions, Events & Marketing Officer is key to our work in promoting printmaking and broadening our reach. The postholder will plan and organise exhibitions & events and initiate new exhibitions opportunities for members. They will also help market all exhibitions, events and opportunities through bulletins, website posts and social media. This is a multi-faceted role which will require energy and dynamism and the ability to balance and manage a number of projects at the same time.

Main Duties

- ◆ To plan and organise exhibitions and events, including the Hot Bed Press stand at Manchester Art Fair, the planning, launch & organisation of The 20:20 Print Exchange, and the annual open studio event in December.
- ◆ To plan, organise and hang an annual, programme of in-house exhibitions, working with Technicians and volunteers to hang shows.
- ◆ To market exhibitions & events through bulletins, website updates and listing sites.
- ◆ To develop Hot Bed Press's involvement in other print fairs and exhibitions.

Supplementary Duties

- ◆ To promote studio holders, keyholders and members work on the website and through social media.
- ◆ To organise and manage volunteers in support of exhibitions and events such as The 20:20 Print Exchange, Manchester Art Fair and annual open studios.
- ◆ To contribute to the development of a new website and online gallery for Hot Bed Press from 2022 onwards in liaison with The Artistic Director.
- ◆ To collate information on members' external exhibitions and promote through Hot Bed Press bulletins and social media platforms.
- ◆ To work to promote and sell specially commissioned prints through Hot Bed Editions.
- ◆ To support the professional practice element of The Complete Printmaker course in discussions on pricing, approaching galleries and organising exhibitions where appropriate.

JOB TITLE: Exhibitions, Events & Marketing Officer

<i>Essential</i>	<i>Desirable</i>
<p>Experience:</p> <ul style="list-style-type: none"> • Experience of planning and organising exhibitions. • Experience of event planning and delivery including liaising with stakeholders and potential new clients and partners. • Experience of marketing and promotion, (writing/compiling bulletins, and utilising social media). 	<ul style="list-style-type: none"> • Experience of working with volunteers. • Experience of hiring and driving a box van/luton van for delivery of work to external shows.
<p>Skills & knowledge:</p> <ul style="list-style-type: none"> • Excellent verbal and written communication and interpersonal skills. • Excellent organisation skills, and attention to detail, especially the ability to work on a number of different projects concurrently and the ability to prioritise and manage competing priorities. • Highly motivated with the ability to work both using own initiative and as a team player. 	<ul style="list-style-type: none"> • A practical ability and knowledge of hanging shows, presenting work and handling artwork. • A good working knowledge of printmaking, helpful in planning exhibitions, liaising with members and discussing potential exhibitions with galleries and other venues. • A good knowledge of local, regional, and national arts events, print fairs and opens.
<p>Qualifications:</p> <ul style="list-style-type: none"> • Experience and skills are considered more important than formal qualifications for this post. 	<ul style="list-style-type: none"> • A degree or equivalent in art. • Driving licence and own transport.
<p>Additional:</p> <ul style="list-style-type: none"> • Willingness to work occasional extra evenings or weekends as the post dictates. • A willingness to undertake appropriate training and development as dictated by the demands of the post. • Enthusiasm and commitment to the work & ambitions of Hot Bed Press and promotion of contemporary printmaking. 	

Please note that Hot Bed Press is not wheelchair accessible at present. [We aim to address this in ongoing plans for expansion to the ground floor.] If you have any special needs or requirements which we may need to consider before interview, please let us know.

Application Form

Please complete all sections of this form. Please use additional pages for any part of the application where necessary.

Contact details

- Name
- Address
-
-
- Postcode
- Tel. no.
- E-mail

Details of Further / Higher Education

<u>Name of institution</u>	<u>Qualification (diploma, degree etc.)</u>	<u>Dates from and to</u>

Employment History

<u>Name of organisation</u>	<u>Job title</u>	<u>Dates from and to</u>

Employment History continued

<u>Name of organisation</u>	<u>Job title</u>	<u>Dates from and to</u>

Please outline below your experience of the following:

3. Marketing and promotion, (writing/compiling bulletins, and utilising social media).

4. Working in a busy team and managing multiple projects/priorities.

References. Please give the names and contact details of someone who can speak of your suitability for this post.

	Referee no. 1	Referee no. 2
Name		
Address		
Tel.		
e-mail		
Relationship/connection to yourself		

Driving (Please delete as appropriate)

I do/ do not have a Full Valid UK Driving Licence

I do/ do not have access to my own transport

I certify that the information on this form is true and correct:

Signed

Date

Please e-mail to:

andy@hotbedpress.org

or post to:

Hot Bed Press, The Casket Works, Cow Lane, Salford. M5 4NB*

**However, we prefer typed forms and for them to be sent by e-mail rather than in the post where possible.*

We welcome applications from all backgrounds and sectors of society.

Unfortunately, Hot Bed Press is not yet fully accessible to wheelchair access, but we are working towards a fully accessible workshop as part of our development.

Deadline to receive applications:	No later than 12.00pm Monday 15 th November
Notification of successful applicants:	by Wednesday 24 th November
Interviews:	will take place between 1 st & 3 rd December at Hot Bed Press

Please note that if you haven't heard from us by 25th November then you will not be being invited to interview. We are anticipating a lot of interest and cannot reply to everyone. Thank you for your time.

These posts are funded through Arts Council Project Grants



Supported using public funding by
ARTS COUNCIL ENGLAND