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| Job title: | Exhibitions, Events & Marketing Officer (22.5hrs /week) |
| Responsible to: | Artistic Director |
| Working in conjunction with: | Operations Manager, Technicians, Education Officer & volunteers |
| Working hours: | Wednesdays, Thursdays & Fridays 9.30am - 5.00pm |
| Pay: | £12.00 per hour £14,040p.a. (£24,960 pro rata) |
| Start date: | Wednesday 12th January 2022 |

Length of Employment

This position is a 2year post and is funded by Arts Council as part of organisational development of Hot Bed Press and planned expansion. It is intended that the post will continue past the 2 years and become a permanent position. The continuation of the role of Exhibitions, Events & Marketing Officer past 2024 is intended to be part-funded by income generated through increased sales & income through events and increased capacity of Hot Bed Press as a whole. Further funding may be sought to supplement increased income to enable roles to continue.

About this part-time post

We are looking for a skilled and enthusiastic person keen to add their energies, experience, and knowledge to the team at Hot Bed Press at an exciting time of development and planning for the future. The post-holder will be responsible for strengthening and expanding the exhibitions programme, working on existing annual exhibitions and events; The 20:20 Print Exchange, (including annual international touring show), annual open studios and external art/print fairs such as Manchester Art Fair and The Hepworth Print Fair.

The Exhibitions, Events & Marketing Officer will also research new opportunities to represent our print members and promote printmaking and the work of Hot Bed Press at other print & art fairs nationally. New exhibition space and display areas installed at Hot Bed Press in 2021 add the capacity to programme 4 exhibitions upstairs in the print studio annually and a programme of events and hired exhibitions on the ground floor. We are also looking at the potential of expanding into the yard at the side for larger outdoor focused events and joining up with local arts organisations and new potential partners for larger summer events and festivals linked into Salford & Manchester wide initiatives.

The post-holder will also be tasked with promoting exhibitions and events through bulletins, social media and targeted leaflets and posters. They will be responsible for helping develop the Hot Bed Press website online gallery representing members' work and to work in liaison with other staff to promote the new Hot Bed Editions initiative which aims to promote and sell specially commissioned and editioned works by invited artists and designers.

This job has been made possible through a 2year Project Grant from Arts Council England