

Catalyst Arts

Directorship Programme

Catalyst Arts has been one of the most important and innovative spaces for contemporary art in Belfast since it began in 1993, and the driving force behind the organisation has always been the dedicated committee of directors who have worked tirelessly over the years to ensure the gallery remains at the forefront of the visual art scene in Northern Ireland.

Catalyst's directorship scheme has an international reputation as a training ground for young curatorial talent, with each director serving a term of two years working on a voluntary basis, and bringing specific skills to the committee.

We are currently seeking directors with particular experience in the areas of finance and administration.

Objectives for position:

- To seek annual funding to assist with the continued running of the gallery and its associated events
- To ensure effective and efficient administration of the gallery
- To secure funding for, program, and curate innovative and challenging exhibitions and events in line with the ethos of Catalyst Arts
- To cultivate good relationships within the arts sector in NI and further afield for the long-term development of the organisation's profile.

Duties and Responsibilities:

General

- To successfully curate and project manage exhibitions and events in the gallery itself and at selected offsite locations
- To liaise with programmed artists and funders in the delivery of Catalyst's annual programme
- To correlate and generate publicity material for the gallery to scheduled deadlines
- To co-ordinate safe transportation of artworks
- To install work and liaise with technical specialists where necessary
- To arrange accommodation and travel for gallery artists where applicable
- To collate exhibition material for end of year project reviews, website updating and archiving purposes
- To attend weekly committee meetings and also meetings with funders and other relevant bodies when appropriate
- To promote the gallery through all appropriate arenas and to cultivate positive media relations

Specific

- To assist in the completion of annual funding applications, specifically focusing on projected budgets for each exhibition, and general income and expenditure

- To prepare and complete funding monitoring forms throughout the year such as mid-term and end of year reports
- To manage day-to-day cash flow with regards incoming and outgoing bills
- To prepare and manage gallery budgets and monthly financial performance reports
- To liaise with key stakeholders of the gallery including the landlord and accountant

Personal Specification:

Essential Criteria

- An appreciation and commitment to the objectives of Catalyst Arts
- Excellent written and verbal communication skills
- Knowledge and appreciation of the local and international contemporary art scene
- The initiative to develop creative projects and opportunities within the position
- A high degree of personal organisation, particularly with regards to time management and filing systems
- Self motivation and initiative
- The ability to achieve set targets and objectives
- The ability to work successfully and productively as part of a close knit team of directors

Desirable Criteria

- Previous experience in a finance/administration position
- Excellent computer skills, particularly with programs such as Excel and Word.
- The ability to successfully complete funding applications, with a particular focus on projected budgets and income and expenditure for the organisation

If you wish to be considered for the position, please send the following:

- **Personal statement of no more than 500 words outlining your previous experience and eligibility for the post**
- **Current CV**
- **Contact details for two personal references (at least one professional)**

Via post: Catalyst Arts
Ground Floor
5 College Court
Belfast BT1 6BX

Via email: catalystarts@gmail.com

Applicants shortlisted for interview will be notified within two weeks of submitting an application.