



Catalyst Arts Directorship Programme Job Description

Job Title:	CO-DIRECTOR
Employer:	Catalyst Arts
Place of work:	5 College Court, Belfast, BT1 6BS
Reports to:	Co-Directors
Duration:	Two year voluntary post
Salary:	N/A
Hours of work:	Average 18 hours per week, mainly Tuesday to Saturday, 11.00 – 17:00 <i>Flexible working, including evenings and Sundays will be required. Attendance at weekly meetings on Monday evenings is mandatory.</i>

Catalyst Arts has been one of the most important and innovative artist-led spaces for contemporary art in Belfast since it began in 1993. 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 has an international reputation as a training ground for young curatorial talent, with each director serving a term of two years working on a part-time, voluntary basis.

Objectives for position:

- To secure funding for, to program and to curate innovative and challenging exhibitions and events in line with the ethos of Catalyst Arts
- To support the realisation of the organisation's gallery programme, providing logistical, technical and administrative support
- To cultivate good relationships within the arts sector in NI and further afield, including maintaining relationships with funders for the long-term development of the organisation
- To ensure effective and efficient administration of the gallery and work with other directors as part of one separate subcommittee; Admin & Finance, Funding, PR & Marketing or Archive & Legacy

Duties and Responsibilities Include:

- To support the organisation's gallery programme, shadow project managers, work as part of a subcommittee and learn skills in the first year of the directorship
- To successfully curate and project manage exhibitions and events in the gallery itself and at offsite locations throughout the second year of the directorship
- To attend weekly committee meetings, monthly board meetings and also meeting with funders and other relevant bodies when appropriate
- 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 install work and liaise with technical specialists when necessary
- To co-ordinate the safe transportation of artworks
- To collate exhibition material for project reviews, website and archive purposes
- To promote the gallery through appropriate arenas and cultivate positive media relations
- To manage Catalyst's volunteer database and cultivate opportunities for local volunteers
- To assist in the completion of annual funding applications
- To manage day to day cash flows with regards incoming and outgoing bills
- To prepare and manage gallery budgets

Personal Specification (Please Refer to these Criteria when completing your application form):

Essential Criteria

- Understanding of the key objectives of Catalyst Arts
- 2 year commitment to the director post
- Experience working within the visual arts or an arts organisation
- Experience in project management and/or administration
- Knowledge of the local and international contemporary visual arts scene
- The ability to work to set targets and objectives
- The ability to work successfully and productively as part of a team
- Excellent organisational skills including time management
- The ability to be self-motivated and work on own initiative

Desirable Criteria

- Practising artist
- Experience in critical and/or creative writing
- Graphic design (e.g. Adobe Photoshop, Illustrator, InDesign etc.)
- Post-production (e.g. Premier Pro, Final Cut, After Effects etc.)
- Experience installing artworks for gallery exhibitions
- Experience programming visual arts exhibitions
- Experience completing applications for funding
- Experience managing budgets
- Experience in visual arts PR/marketing including writing press releases and/or social media
- Competency in Microsoft Office programmes (including Word, Excel and Power Point)

If you wish to be considered for the position, please send your completed application form (available on our website) in .doc, .docx or .pdf format to catalystarts@gmail.com

If successful, candidates will be notified by the **18th October**, to attend an interview on **24th October 2016**. Please feel free to e-mail or call us with any queries at catalystarts@gmail.com, 02890313303 or call in to the office at 5 College Court, Belfast, BT1 6BS

Applicants shortlisted for interview will be notified by the **18th October**, to attend an interview on the week commencing **24th October 2016**. All interested applicants who meet the role's criteria, including those willing to relocate to Belfast are encouraged to apply and interviews may be arranged via skype where necessary.

Successful applicants will then be invited to complete a one-month trial period prior to commencement of the directorship.