

## 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– 5pm.  
*Flexible working, including evenings and Sundays will be required. Attendance at weekly meetings on Monday evenings is mandatory.*

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 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:

### 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 administration
- Excellent 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

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

If you wish to be considered for the position, please send a completed application form (downloadable on our website) to [catalystarts@gmail.com](mailto:catalystarts@gmail.com) by 5pm on 18th December 2017.

Applicants shortlisted for interview will be notified by the 9th January 2018.

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