

## JOB DESCRIPTION

<b>Job title:</b>	Head of Collector Development, NE Region
<b>Reports to:</b>	National Head of Membership & Market Development
<b>Department:</b>	Membership Department
<b>Lateral Relationships:</b>	Liaison with National Programmes, Consultancy, Finance and Strategic Planning.
<b>Salary &amp; benefits:</b>	£30,000 - £35,000 per annum pro rata, plus eligibility for pension scheme after 6 months
<b>Contract:</b>	Part-time (3 days per week for three years)
<b>Probationary period:</b>	3 months

### **Main objectives:**

The Head of Collector Development, North East region will develop regional audiences in relation to contemporary art and collecting through devising and implementing a new CAS membership programme in the North East of England, funded by Arts Council England, North East with partnership funding from Turning Point North East.

The post-holder is responsible for delivering a critically engaged programme of social and educational activities related to contemporary art and collecting, involving a range of partner organisations in the North East England region. They will be also be responsible for: consulting with partners and stakeholders, conducting market research, recruiting individual members of the Contemporary Art Society from local audiences according to agreed targets, managing relationships with members, conceiving and delivering membership events, and marketing the scheme within the region.

### **Key responsibilities:**

- To consult with relevant stakeholders and conduct market research to develop, and then implement, a critically engaged programme of activities related to contemporary art with a focus on contemporary collecting, working in partnership with arts organisations in the North East region.

- To recruit members from contemporary art enthusiasts and general art audiences, to the new scheme via research, cultivation events, targeted marketing and promotional initiatives, working with partner organisations across the North East of England.
- To take full responsibility for all aspects of the implementation of the programme of events and for each individual event within these programmes.
- To manage relationships with members and to be the first port-of-call for member and public enquiries regarding both the North East programmes and specific events.
- To act as an ambassador for the Contemporary Art Society and to engage with individual members and the public, and to identify and develop their interests in the scheme through national and international activities and partnerships with the CAS national office.
- To set annual budgets for each programme in consultation with the National Head of Membership & Market Development and the Head of Finance & Strategic Planning.
- To manage the income and expenditure budgets for all programmes and all related delivery costs.
- To lead on the development and presentation of CAS North East marketing communications for membership and public programmes.
- To attend and lead events – frequent evening and weekend work will be involved.

**Person specification:**

Based in the North East, the Head of Collector Development, North East region will be an important new post as part of a pilot programme - funded for a three-year period by the Arts Council England North East office with partnership funding from Turning Point North East - building upon a foundation of strategic market development work in the region in recent years.

We are looking for an exceptional individual who combines high levels of motivation and organisational skills with energy and enthusiasm, good knowledge of contemporary art, and some experience of membership, fundraising and event management, ideally in an arts environment. This post will be a remote member of the CAS team and will need to be an effective communicator and team player, to ensure the new programmes are

integrated within national programmes and initiatives. Required skills/ experience includes:

- Experience of curatorial contemporary art programming.
- Experience in membership management/arts fundraising.
- Experience in events organisation, organising social/ educational/ experiential events to a high standard.
- Experience in the strategic development of event programmes to ensure coherence between individual strands.
- A high level of knowledge of and interest in contemporary art.
- Excellent interpersonal and relationship building skills.
- Good presentational skills and experience of leading small groups.
- Excellent communication skills, both verbal and written.
- A creative and imaginative approach.
- Resilience and determination.
- Good communication and team working skills.
- A clean driving licence and ability/willingness to travel within the Northern region and to London.
- Excellent time management skills and the ability to multi-task and manage competing priorities.
- The ability to work independently while at the same time ensuring that the membership and public programmes are fully integrated into the wider work and activities of the CAS nationally.
- The ability to set and manage budgets.
- A high level of organisational ability, with perfect attention to detail.
- Ideally, well networked in the region and with a good understanding of the regional arts ecology and infrastructure.
- Understanding of and sympathy with the aims and ethos of the Contemporary Art Society.

## **Application Process**

Application forms can be downloaded from

<http://www.contemporaryartsociety.org/about-us/recruitment>

Completed application forms should be returned either by email to [recruitment@contemporaryartsociety.org](mailto:recruitment@contemporaryartsociety.org) or by post to Recruitment, Contemporary Art Society, 11/15 Emerald Street, London, WC1N 3QL.

Closing date for applications is 5pm on Friday 12 February 2010.

Shortlisted candidates will be asked to attend an interview in Newcastle on Tuesday 23 February 2010.