

# Babylon ARTS

## Job Description & Person Specification

### Creative Spaces Manager (Part Time/Fixed Term)

#### CONTEXT

Babylon ARTS, (operated by Arts Development East Cambridgeshire) is a charity committed to inspiring, developing and delivering quality arts events and activities to engage communities in Ely and West Anglia. We were established 25 years ago and operate from our micro arts venue Babylon Gallery situated on the riverside in Ely where we hold art exhibitions and live events. We run arts projects in communities across East Cambridgeshire, Fenland and West Suffolk and work with many local organisations and libraries to bring quality creative projects into communities. We also run Ely Cinema at the Maltings.

#### ROLE DESCRIPTION

<b>JOB TITLE:</b>	<b>Creative Spaces Manager</b>
<b>FT/PT:</b>	<b>Part Time. Two days per week until 14<sup>th</sup> May 2021. Fixed term contract. To commence on or around 1<sup>st</sup> May 2020. We are open to discussing flexible working.</b>
<b>LOCATION:</b>	<b>Babylon Arts, Waterside, Ely, CB7 4AU</b>
<b>SALARY:</b>	<b>£28,000 pro-rata per annum + 3% Pension Contribution after the first 3 months (subject to employee contributions being made)</b>
<b>HOLIDAY:</b>	<b>24 Days per annum (pro-rata)</b>

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#### MAIN PURPOSE OF THE ROLE

The Creative Spaces Manager will be responsible for managing the Creative Spaces 2020 project funded by Arts Council England.

This is an exciting project which will recruit and support two Young Curators, who will each lead on curating an exhibition at the Babylon Gallery working with their chosen artist and supported by a mentor.

The Creative Spaces Manager will also bring their networks, skills and experience to inform and develop Babylon Arts' Creative Spaces programme, so that we develop robust and effective ways of working with and supporting artists and presenting engaging and innovative work at Babylon Gallery.

The Creative Spaces Manager will work with our Head of Project Delivery to coordinate public engagement activities in relation to the exhibitions in 2020 and early 2021.

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## LINE MANAGEMENT

The Creative Spaces Manager will be line-managed by the Chief Executive.

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### KEY DUTIES AND RESPONSIBILITIES

- Effectively recruit & support the two Young Curators and coordinate their work on the exhibitions
- Work with the Chief Executive to develop a model for supporting local creative practitioners that connects with Wysing Arts & Kettles Yard & fills gaps that are identified.
- Organise artists' consultation and networking opportunities
- With the Creative Spaces Advisory Group to review and make recommendations regarding the implementation and effectiveness of the current [Creative Spaces Priorities](#)
- Review and provide recommendations for how Babylon Arts engages artists who want to exhibit at the gallery so that exhibitions provide useful opportunities for the artist & are commercially sustainable for Babylon Arts
- Review & develop the evaluation processes we use for our exhibitions and community engagement in the gallery space, so we have a fit-for-purpose procedure in the long-term
- Work with the Babylon Arts Head of Project Delivery to put into place good practice for public engagement activity connected to exhibitions and support the delivery or participatory events
- To advocate for and share findings from the project at events and conferences

### General

- To undertake any other reasonable duties as requested
- To attend Gallery events and launches and represent Babylon Arts at external events as appropriate.

### Note:

**Babylon ARTS is an equal opportunities employer. We celebrate diversity and are committed to providing an inclusive environment for all our employees.**

This role will necessitate working during evenings and weekends. We operate a Time Off in Lieu (TOIL) system, so that additional time worked is taken off. This role will necessitate occasional travel within the region. Business travel is reimbursed through expenses.

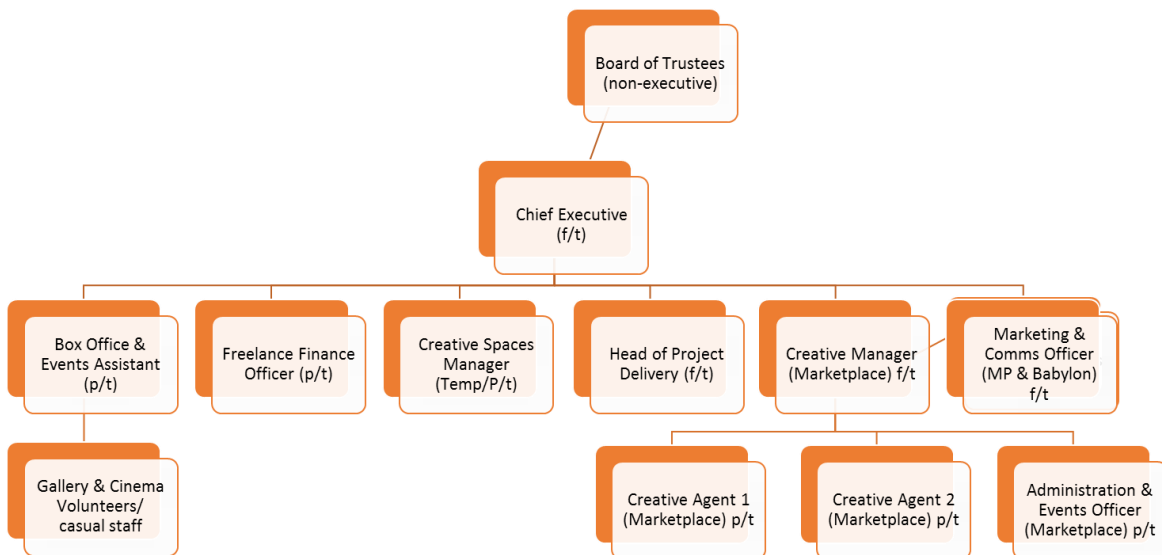
The post will be subject to an enhanced DBS disclosure. You will be required to provide the necessary documentation for the checks to be carried out. We also reserve the right to request additional DBS checks at any time in the future. Babylon ARTS is an equal opportunities employer. We celebrate diversity and are committed to providing an inclusive environment for all our employees.

## PERSON SPECIFICATION

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education &amp; Training:</b>	<p>GCSE English and Maths at grade C or above or equivalent qualifications if not UK based. Equivalent experience will also be taken into account.</p> <p>Visual arts qualifications at Level 4 or above (or equivalent if not taken in the UK). Equivalent experience will also be taken into account.</p>	<p>Degree or Postgraduate qualification in a visual arts subject. Equivalent experience will also be taken into account.</p> <p>Training in gallery curation</p> <p>Arts Award Advisor Training (for Bronze or above)</p>
<b>Knowledge of:</b>	<p>The visual arts sector nationally and in the East Region, including artists that live or work in the region.</p> <p>Curating and programming visual arts in gallery spaces.</p>	<p>Schools and school structures.</p>
<b>Relevant Experience of:</b>	<p>Developing exhibitions for public display.</p> <p>Creating and delivering participatory programmes for young people and others across a range of ages and demographics.</p> <p>Contracting and working with artists against a set brief.</p> <p>Monitoring and evaluation of arts projects</p>	<p>Working in a small team.</p> <p>Working with communities where there are barriers to accessing the arts (social, economic, physical and perceived)</p>
<b>Skills and abilities</b>	<p>Has a high level of organisational skills and can demonstrate the ability to plan and manage their own workload and use their own initiative.</p> <p>Highly literate, demonstrated by good writing and communication skills</p> <p>Able to effectively use Microsoft Office and Google applications such as Google Mail, Google Drive and Google Calendar</p> <p>Excellent attention to detail, both when checking written information and when dealing with financial processes such as invoices etc.</p> <p>Ability to multi-task and focus when people are regularly in contact by phone and in person.</p>	

<b>Personality</b>	<p>Confident, professional and resilient</p> <p>Able to work effectively in a team, whilst also being able to work independently</p> <p>Demonstrates energy and enthusiasm and the ability to engage the public in a friendly and professional manner.</p> <p>Supportive of others and able to share knowledge and skills effectively.</p>	
<b>General</b>	<p>Enthusiasm for professional development in order to achieve additional skills as required by the role.</p> <p>Ability to work flexible hours to meet project requirements (some evening and weekend work is required when events are held).</p>	

**Organisational Chart**



**Application**

To apply please complete the application form downloadable from:  
<https://www.babylonarts.org.uk/opportunities.htm>

Applications should be emailed to: [office@babylonarts.org.uk](mailto:office@babylonarts.org.uk) by 10am 30<sup>th</sup> March 2020

**Interviews will be held in Ely on Thursday 2<sup>nd</sup> April.** If you wish to have an informal conversation about this role prior to the deadline, please email [claire.somerville@babylonarts.org.uk](mailto:claire.somerville@babylonarts.org.uk)



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