Job Title: Gallery Manager (Maternity Leave)
Employer: The Douglas Hyde Gallery of Contemporary Art, Trinity College Dublin, Dublin 2
Reports to: The Director
Hours of work: Full time (40 hours p/week)
Salary: 34,000 euros per annum
Contract type: Fixed term 13 months (Maternity Leave)
Start date: 31 January 2022
Probation period: 1 month
Annual leave: 24 days
Closing Date: Monday 8 November 2021 at 5PM (GMT)
Interviews: Week of 28th November 2021

The Douglas Hyde Gallery of Contemporary Art is seeking applicants for the 13 month fixed-term role of Gallery Manager (Maternity Leave).

Co-founded by the Arts Council and Trinity College Dublin in 1978, The Douglas Hyde is a space for challenging and ambitious contemporary art. We support artists who push at the boundaries of form and convention, and we aim to provoke ideas. Located on the busy thoroughfare of the Nassau Street Gate of Trinity College, The Douglas Hyde holds a distinct position as a meeting point between the city of Dublin and the leading research university in Ireland. We produce and commission contemporary art, supporting international and Irish artists to make ambitious new work and present pivotal solo exhibitions by significant artists of the present and the future. Recent exhibitions include the first solo exhibitions in Ireland by Abbas Akhavan, Gabriel Kuri and Valérie Blass alongside solo exhibitions by Irish artists Yuri Pattison and Garrett Phelan.

The Gallery Manager works alongside the Director on the overall management of the gallery, programme, operations, legal and financial resources of the organisation and the efficient delivery thereof. This includes agreements with artists, galleries, companies and suppliers, financial planning and reporting; human resource management; staff development and training. The Gallery Manager also has responsibility for health and safety and the overall day-to-day operations of the gallery.

The Director and Gallery Manager work together on the development of the organisation, the implementation of its programmes, the supervision and training of staff and the organisation’s relationship with audiences, artists, the Arts Council, other arts organisations, audience, government departments, and other cultural agencies.
The Gallery Manager reports to the Director, leads the team of five Gallery Assistants, and works with the Learning & Engagement Curator and The Provost's Curatorial Fellow.

Core Responsibilities

Artistic Programme

Together with the Director, the Learning & Engagement Curator and the Provost's Curatorial Fellow, the Gallery Manager works to support artists and the Gallery's vision. Supports provided include Financial Management (including payments, cash-flow & budget management), Administrative support (including insurance & contracts), Strategic Support, Production Support and Communications Support.

It is the Gallery Manager's responsibility to generate and deploy information and all other resources needed to ensure that the organisation's artistic programme is delivered and targets are met in a consistent, methodical and professional manner. The primary responsibility is to allocate and plan all resources required for delivery of hosted exhibitions/programmes and all other events and activities.

- Organising shipments and organising customs paperwork required for the temporary importation of artworks for exhibition
- Completing and sending loan forms for artworks (in advance of their departure from their location)
- Overseeing the completion of condition reports for all artworks and their circulation to relevant parties
- Overseeing the booking of artist travel, arranging visas when applicable, and organising artist accommodation and preparing artist per diems
- Overseeing Exhibition openings (staff, refreshments, contact with TCD) & dinners
- Archiving exhibitions
- Managing the work and schedule of the Gallery Assistants, ensuring that the invigilation team provide a high standard of service to all visitors
- Arranging and leading Gallery Assistants briefings/debriefings for each exhibition in conjunction with the Director, and ensuring that all Gallery Assistants know how to turn/off the exhibition and maintain it
- Overseeing the gallery on a daily basis to ensure high quality experience for audiences
- Ensuring the smooth running of all exhibitions, overseeing the maintenance of the exhibitions and the building, in coordination with the rest of the team
- Overseeing the collation of visitor numbers on a weekly and annual basis
Overseeing the running of the bookshop (orders, deliveries, returns, archiving and dissemination etc., biannual stock takes)

Operations Management

Board of Directors
- Calls and manages the communication for all Board Meetings and booking meeting rooms and accommodation (when necessary)
- Compiling Board Meeting Minutes and circulating
- Following up on assigned board actions
- Filing relevant board material
- Supports the Director in the delivery and preparation of reporting to the Board

Financial Management, Fundraising & Legal
- Monitoring all areas of the gallery’s finances, with the support of the Accountant and Director
- Monitoring annual and exhibition budgets, reporting to the Director bimonthly with Management Accounts prepared by Accountant
- Managing bank accounts and keeping records of income
- Responsible for paying, and keeping records of all invoices, salaries, petty cash and other expenditure
- Managing the annual audit and ensuring Financial Statements are submitted before annual deadline
- Annual reporting to Companies Office and the Charity Regulator
- To work with colleagues to secure funding and sponsorship and set budgets for approval, preparing estimates and to monitor expenditure in accordance with the DHG's financial procedures
- Ensure all requirements are met for Arts Council funding awarded
- Sustaining relationships with existing funders (arts councils, private foundations, embassies, cultural organisations, individuals etc.)
- Supports preparation of grant-in-aid applications and general Fundraising
- Oversee all insurance, legal and that all other requirements are met; including permits, licences and planning applications as required.
- Liaising with potential gallery rentals and securing further gallery rentals
- Securing necessary permissions for gallery rentals
- Staffing, setting-up and meeting all technical requirements for rental events

Communications, Public Affairs & Customer Care
- Overseeing General Enquiries (including DHG voicemail and dhgallery@tcd.ie email)
- Upkeep of IT systems and communication networks
- All general office management
Managing Mailchimp
Maintaining an updated Press List
Dealing with press enquiries
Collating press post-exhibition and circulating to artists
Maintaining GDPR compliance
Show leadership amongst all DHG’s public-facing staff

Staff Management and Human Resources Development
- Identifying and delivering training and development needs for Gallery Assistants
- Ensure HR Policies are up to date and shared with relevant parties on an ongoing basis
- Ensure Garda Vetting of Staff
- Ensure all necessary training is up to date

Building Maintenance, Sustainability and Health & Safety
- Maintain the overall infrastructure of the building/condition of the gallery and draws up and maintains a pro-active Health and Safety policy for all employees and for all those who use the building and its facilities.
- Liaising with Estates & Facilities, or DHG contractors, for building issues, commissioning contractors and overseeing work undertaken
- Being responsive to issues as they occur, fixing technical faults or coordinating necessary tasks with the Head Technician, Gallery Assistants or TCD cleaning staff
- Ensuring that maintenance of the gallery is kept to a high standard
- Adhering to the DHG and TCD’s Safety regulations
- Monitoring and delivering safety training needs for the Gallery staff
- Ensuring that all health and safety, environmental health, trading standards and other regulations are adhered to.

To Be Part of the DHG Team
- Representing the gallery at openings, networking events and meetings
- Observing equal opportunities policies and organisational procedures
- Maintain a high standard of work performance, attendance, appearance, and punctuality at all times.
- To assume responsibility for his/her own professional development and safe work practice.
- To ensure a safe environment for himself/herself, colleagues, and visitors.

The post holder may be required to perform other duties as appropriate to the post, which may be assigned to them from time to time, and to contribute to the development of the post while in office. This job description will be subject to review in the light of
changing circumstances. It is not intended to be exhaustive but should be regarded as providing guidelines within which individuals work.

The successful candidate should possess:

- An advanced degree or equivalent experience in arts administration, arts education, art history, fine arts, or visual culture
- A minimum of 3 years of experience of working at an art gallery or other cultural institution.
- The ability to manage a varied workload and remain calm under pressure
- Experience as a hands-on, skilled project manager
- The ability to work independently as well as part of a team
- High self-motivation and ability to take initiative, and enthusiasm in working in the field of contemporary art
- Excellent organizational and management skills
- Excellent verbal and written communication skills, including excellent command of the English language
- Experience of working with budgets
- Exemplary attention to detail
- Excellent interpersonal skills
- Flexibility and availability to work some evenings and rarely weekends
- Full work permit if applying from abroad
- High proficiency in Mac OSX, Microsoft Office
- Familiarity with Adobe Creative Suite (InDesign, Photoshop, Illustrator, and Acrobat), Squarespace and social media tools an asset
Application Process

Applicants are invited to submit:

- A covering letter summarising your interest in the position and providing evidence of your ability to match the criteria outlined in this brief.
- A comprehensive curriculum vitae giving details of relevant experience.
- Names and contact details of two references

The closing date for receipt of all applications is 5pm on Monday 8 November 2021. Applications will be accepted by email only and should be submitted to georgina.jackson@tcd.ie

If you require further information contact Georgina Jackson, Director by email (no phone calls please): georgina.jackson@tcd.ie

Interviews will be held the week of the 28th November 2021.

The Douglas Hyde Gallery of Contemporary Art is committed to equal opportunities. We welcome applications from candidates of all backgrounds and are committed to building a diverse workforce.