**REFINERY ARTSPACE MANAGER JOB DESCRIPTION**

**Refinery ArtSpace Mission:**

*“The Refinery ArtSpace is committed to stimulating and strengthening the artistic and cultural life of Whakatu, supporting a diverse programme of engaging community driven and/or contemporary exhibitions, projects and events.”*

**JOB TITLE REFINERY ARTSPACE MANAGER**

**EMPLOYED BY ARTS COUNCIL NELSON INC. [ACN]**

**RESPONSIBLE TO ARTS COUNCIL NELSON Community Arts Manager [CAM]**

**RESPONSIBLE FOR Resident and exhibiting artists, venue users, volunteers and contractors**

**FUNCTIONAL RELATIONSHIPS WITH**

* CAM and other staff
* Refinery ArtSpace [RAS] volunteers, facility users and contractors
* Nelson Arts and wider community
* Members of the Arts Council Nelson Executive Committee

**MAIN OBJECTIVES OF POSITION**

* To work towards fulfilling RAS’s mission for all people in Te Tau Ihu O Te Waka-A-Maui.
* To develop the RAS as an accessible, valued and sustainable community arts facility.
* To work with ACN to develop, implement and maintain an interesting and stimulating

programme of events and initiatives to promote RAS both as a community and contemporary arts hub and visitor destination.

**KEY TASKS**

**Day to day management**

* be the face of RAS including front of house duties and visitor engagement.
* recruit, induct, manage and support volunteers for front of house duties as required.
* ensure ongoing occupancy of the Artist Studios and usage of the Workshop Space.
* ensure interior and exterior areas of the facility are maintained as clean and safe

environments.

* carry out health and safety protocols in line with relevant ACN policies.
* ensure the equipment and facilities are well maintained and security is effective.

**Refinery ArtSpace**

* liaise with ACN programme committee to develop annual exhibition schedule.
* provide timely information and support to all gallery hirers.
* manage all aspects of exhibitions and events including promotion, installation and take-down of displays where required, minor technical duties, lighting, signage, cataloguing and opening functions in liaison with hirers.
* liaise with CAM and/or other stakeholders on ACN project initiatives that utilise the

gallery space(s).

**Administration**

* provide administrative services as required for the day to day running of RAS, including the

development and maintenance of clear records, policy and agreement documentation.

* provide monthly reports to CAM; to assist in maintaining accounts, prepare invoices, budgets and financial reports in liaison with the ACN Administrator as required.
* adhere to budgets and carry out evaluations of RAS activities as required.
* respond to requests for information regarding RAS opportunities/activity.

**Public Relations and Promotions**

* work with CAM to promote RAS at both local and national level.
* advocate for the arts where and whenever appropriate.
* develop and maintain a positive and relevant public/media profile for RAS, including website

and social media platforms.

* support CAM to liaise with community groups, organisations and individuals to ensure services offered by RAS meet the needs of the Nelson community.

**KEY RESULT AREAS**

* The RAS programme and facility is organised and managed effectively to provide a safe,

supportive, accessible, sustainable and stimulating arts environment to the community.

* Positive community feedback is received for The Refinery ArtSpace programme.
* Facility bookings, invoicing, financial and programme report accountabilities are managed effectively.
* RAS approved budgets are adhered to.
* Facility and events are widely promoted and well-attended.
* All tasks have been performed in a competent and professional manner.

**PERSON SPECIFICATION**

**Experience**

* Relevant knowledge or a previous active role within the arts sector desirable.

**Interpersonal:**

* Ability to work in a team environment as well as independently.
* Strong written and oral communication skills.
* Ability to relate to, engage and work with people from a wide range of socio-economic and cultural groupings.
* Ability to engage and effectively manage volunteers.
* Ability to work under pressure.

**Professional/Technical:**

* Ability to organise workloads effectively and demonstrate good time management.
* Proficiency in Microsoft Office Suite and basic graphics software.
* Ability to write and present reports and communications.
* Ability to effectively manage promotion through website and social media platforms.
* Ability to manage basic gallery-related technical duties.
* A strong customer service ethic

**Community Related**

* An awareness and commitment to the Mission Statement of ACN and the principles of bi- and multi- culturalism
* An awareness and commitment to principles and practice of Te Tiriti o Waitangi

