

Vacancy: Art Exhibitions Coordinator

Contract: Permanent, part-time, 2-3 days per week (negotiable)

Location: Aberlady, East Lothian

Salary: £20,000 - £22,000 pro rata (dependent on experience)



The Organisation

The Scottish Ornithologists' Club (SOC) is a registered charity established in 1936 aimed at anyone with an interest in birdwatching in Scotland. The Club has 15 branches across the country and a growing subscriber base of over 3,000 members. The headquarters in Aberlady serves both as an administrative hub as well as a visitor centre, which houses a library, small shop and art gallery. The headquarters currently has a permanent staff of six people. Since the inaugural exhibition in 2005, the gallery has gained a reputation for hosting work by some of the UK's top wildlife artists.

The Role

Our current exhibitions coordinator is retiring at the end of March 2018 so we are seeking an experienced and enthusiastic professional to continue to build on the gallery's success

Responsibilities

- Organise a year-round programme of exhibitions and related events (e.g. art demos/workshops/book launches).
- Manage the publicity for shows – liaising with artists to obtain content for press releases, posters, and the SOC website and social media platforms etc.
- Hang and take down art work (current changeover days are Thurs & Fri).
- Organise all aspects of the opening preview events (e.g. catering, volunteers, invitations) and be present on the night (currently a Friday evening).
- Deal with art stock in and out, sales logs, commission payments and preparing sold work for collection by customers and arrange for collection of unsold pieces by exhibitors at the end of shows.
- Meet and greet visitors to the art gallery, assist with enquiries and shop sales.
- Manage art-related stock in the Club shop (artists' prints, art books etc.).

The following are essential:

- Experience of working in an art gallery and setting up exhibitions.
- Good verbal and written communication skills.
- A customer-focussed approach to work and excellent relationship building skills.
- Sound organisation and time management skills for meeting tight deadlines.
- Excellent IT skills (Microsoft Office suite).
- Good interpersonal skills for liaising with a small team of staff and volunteers.
- A flexible approach to work (willingness to work some evenings, weekends and bank holidays).
- Self-motivation and ability to act on your own initiative.

Desirable:

- Knowledge of, and contacts within, the field of wildlife/natural history art.
- Experience of mailing lists and using online marketing software e.g. Mailchimp.
- Sales/marketing background.

- Experience of writing promotional material/press releases.
- An interest in birds/wildlife.

To Apply: Please email CV and covering letter to mail@the-soc.org.uk

Closing date: Friday 9th February 2018

Interviews: Wednesday 21st February 2018

SOC, Waterston House, Abelady EH32 0PY. Tel: 01875 871330 www.the-soc.org.uk
The SOC is a registered Scottish Charitable Incorporated Organisation SC009859