

Craft Development Officer - Job Description

Company: Craft NI

Location: Craft NI Gallery, 115-119 Royal Avenue, Belfast

Duration: Permanent

Hours: 37.5

Salary: £24,982

Reporting to: Craft NI Director

Purpose of Role

This is a key post in a small team which is dedicated to the development and promotion of Northern Ireland's vibrant craft and applied arts sector. The Development Officer will have a varied role, responsive to the needs of the sector and working with partners to deliver for makers. You could be involved in developing new initiatives, from commissioning or delivering training, working with a venue or location to develop their craft offering or to supporting and signposting makers with specific queries. You'll be curious, a problem-solver and happy to research.

About Craft NI

Craft NI, exists for the promotion and development of the design-led contemporary craft industry in Northern Ireland and is a registered charity. It supports and promotes the craft industry through:

- Professional and business development programmes, helping NI makers build sustainable practices;
- Its Gallery and exhibition space showing some of the best of NI craft, including work for sale;
- An information and signposting service for makers and customers, including a Craft Directory, Craft Map of NI and regular communications through all channels;
- Promotional campaigns and advocacy activities to raise awareness of Northern Ireland's talented craft sector.

Craft NI is funded by the Arts Council of Northern Ireland and it earns additional income through selling the work of over 50 NI makers in its gallery in Belfast City Centre. For more information please see: www.craftni.org

DUTIES AND RESPONSIBILITIES

- Develop, execute and evaluate programmes and initiatives, that will provide for the development and promotion of the sector, including maker training and information sessions;
- Provide relevant and updated information for makers, collectors, retailers and educators in the sector, including weekly e-bulletin, and other marketing and awareness-raising initiatives as appropriate;
- Collect, verify and disseminate information that is beneficial to the sector from a range of sources, prepare factsheets and FAQs;
- Provide a point of contact for queries, signposting to appropriate sources of information if necessary;
- Support on the development of a supportive and networked maker community through events, information and opportunities for networking;
- Support on the delivery and promotion of August Craft Month and work with colleagues to develop and execute other opportunities to promote and sell the work of contemporary craft makers in NI;
- Liaise and make connections across the craft and arts sector as relevant to support and develop the role;
- Maintain accurate financial records against programme expenditure and contribute to monthly organisation financial reporting;
- Feed into organisational reports for funders and Board meetings (6 per year)
- Contribute to strategy and planning and engage with organisational performance management processes;
- Contribute to the identification of future funding and sponsorship opportunities for Craft NI and provide relevant information for applications and proposals as required;
- Work with the Gallery Manager and Marketing Officer on relevant issues
- Other relevant duties as required for the post.

ESSENTIAL CRITERIA

- At least two years' working experience in a development or project management role
- Experience in the successful delivery of arts or training events, or events in a relevant sector
- Able to research and provide relevant up-to-date professional guidance, advice, advocacy and support to individuals, groups and organisations.
- Proficient in the use of social media platforms, Microsoft Office 365 suite, Internet and email facilities
- Excellent communication skills and experience in building relationships and/or collaborations with key stakeholders or partners
- Ability to market and promote services and be able to contribute to fundraising.

- Confident in use of web updating programmes and proficiency in using and writing content for social media platforms
- Proven ability to build and maintain effective internal and external working relationships with individuals and organisations.
- Excellent online research skills.

DESIREABLE CRITERIA

- Experience in working with the arts or crafts sector
- Experience in using web-based Content Management Systems to update and improve websites
- Experience in using digital marketing tools eg Mailchimp, Canva.

WORKING AT CRAFT NI

Pension Scheme: Craft NI offers a contributory pension scheme with a 3% employer contribution.

Probationary Period: The appointment will commence with a probation period of six months which may be terminated at a month's notice by either side during the period.

Annual Leave: Twenty five working days per annum. The leave year runs from 1st April to 31st March.

Flexible working: This is a full-time role, however we will consider applications on a part-time basis.

CLOSING DATE

The closing date for receipt of completed applications is

5pm on Friday 8th October

The completed **Application Form** should be returned by e-mail to:

Katherine McDonald
Director, Craft NI
Katherine.mcdonald@craftni.org

For further information or to discuss any aspect of the role, please contact Katherine on 028 9032 9342. www.craftni.org and www.craftnigallery.org