



APPLICATION FORM

Ref: Gallery Manager

Please complete this form legibly and return it on or before the closing date specified in the advertisement. Late applications will not be considered. **ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL.** Curriculum vitae will not be accepted. Candidates must outline clearly how their qualifications and experience meet both the essential and desirable requirements. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

For Office Use: **POSITION APPLIED FOR: Gallery Manager**

Closing Date: Friday 8th October, 5pm

1. PERSONAL DETAILS

Surname:	Telephone number (Home):
Forenames:	Telephone number (Mobile):
Postal Address:	E-mail Address:
Postcode:	

2. QUALIFICATIONS

Level (e.g. Degree/GCSE)	Subject/ name of course	Grade attained

3. MEMBERSHIP OF PROFESSIONAL BODIES

Name of professional body	Grade Of Membership (Where appropriate)

4. EMPLOYMENT HISTORY (Please list chronologically, starting with current or last employer)

Name and Address of Employer and Nature of Business:	Dates of employment: From: To:	Job Title: Job Function/ Responsibilities:	Final Salary and Reason for Leaving

5. SUITABILITY FOR THIS POSITION

Please detail your suitability for this position under the relevant headings below stating when and where skills and experience were gained. Please refer to the Duties and Responsibilities of the role as well as the Essential and Desirable Criteria in your answers.

<p>1. At least two years' experience in a management position in retail or gallery environment</p>
<p>2. Demonstrable financial acumen and commercial achievements.</p>
<p>3. Excellent administration skills and attention to detail, capable of managing own workload and working to deadlines.</p>
<p>4. Effective at building and managing relationships</p>

5. Experience in marketing and promotions and confident in the use of social media for marketing purposes;

6. Understanding of or experience of the contemporary craft or creative sectors or related similar sector.

7. Any other information you would like to include

6. TRAINING

Details of training courses attended and awards achieved, if appropriate:

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7. REFEREES

Please list the details of two persons who are willing to provide references for you. They should be persons who know you (but who are not members of your family) and who are qualified to give an opinion about how you are suitable for the post. Please note that we will not contact your current employer for a reference unless and until we are prepared to offer the post to you.

Name:	Name:
Address:	Address:
E-mail:	E-mail:
Telephone No.:	Telephone No.:
Relationship to you:	Relationship to you:

8. SPECIAL REQUIREMENTS

Please list below any special requirements or reasonable adjustments if you are disabled that you may have if you are called to interview.

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9. VERIFICATION OF INFORMATION

I declare that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn or my employment terminated.

Signature:

Date:

Please complete this application and return it to:

Katherine.mcdonald@craftni.org

By Friday 8th October 5pm