

Craft NI Gallery Manager - Job Description

Company: Craft NI

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

Duration: Permanent

Hours: 37.5

Salary: £21,589 - £24,491

Reporting to: Craft NI Director

Direct Reports: Gallery Assistants (P-T)

Purpose of Role

This is a key post in a small team taking responsibility for Craft NI's Gallery in Belfast city centre and creating a welcoming and vibrant craft destination. You'll oversee the smooth running of the Gallery combining efficient administration with creative sales strategies for the physical and online shops; showcasing talent in the Northern Ireland craft sector and facilitating exhibitions. This public-facing role is key in providing a welcoming first impression of Craft NI Gallery and the whole organisation.

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 and online. For more information please see: www.craftni.org and www.craftnigallery.org

DUTIES AND RESPONSIBILITIES

- Oversee the day to day management of the Craft NI Gallery creating a visually attractive and exciting space and a welcoming environment for customers and visitors;
- Working with colleagues to implement a creative sales strategy. achieving gallery sales targets, and analysing sales;
- Maintaining and developing Craft NI Gallery's client base of engaged and informed craft customers; including creating content for social media / newsletters;
- Customer service including sales, customer orders and commissions
- Managing a small assistant team including staff rota;
- Stock control including updating makers on stock levels, ordering stock, ensuring gallery is well stocked / displayed, data input and management on EPOS stock control system, stock reconciliation);
- Liaising with designer-makers and gallery stockists, ensuring a good supply of work for sale
- Marketing – including packaging, wrapping and point of sale materials;
- Finance including exporting sales for maker payments; checking sales against discrepancies / discounts, preparing remittance, invoices, updating makers on sales, petty cash;
- Exhibitions, including, managing exhibitor contracts and sales, managing exhibition set up and take down;
- Online shop - ensuring up-to-date stock online and timely processing of orders
- Managing annual review and two annual call-outs (Big Bauble in September & Gallery Participants in April)
- Work with Director to agree procedures and policies for the gallery (risk assessments, terms and conditions)
- Reporting on Gallery performance
- Other relevant duties as required for the post.

ESSENTIAL CRITERIA

- At least two years' experience in a management position in retail or gallery environment – can be full or part-time
- Effective at building and managing relationships
- Excellent artistic judgement and critical assessment.
- Excellent copy writing and verbal communication skills.
- Confidence in developing social media content
- Efficient administration skills and effective record keeping.
- Strong financial and commercial acumen.
- Demonstrable experience of managing own workload and deadlines and ability to work to tight and immovable deadlines.
- Ability to be able to work some evenings and weekends as rota requires.

DESIREABLE CRITERIA

- Knowledge and understanding of the contemporary craft sector in Northern Ireland
- Experience of working with established makers, including the planning and curating of exhibitions and related commercial opportunities

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.

CLOSING DATE

The closing date for receipt of completed applications is

5pm on Friday 8th October

The completed **Application Form** and **Recruitment Monitoring 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.

For more information about Craft NI and The Gallery:

www.craftni.org

www.craftnigallery.org