



Falmouth Town Council

Job Description

Director – Falmouth Art Gallery

Responsible to Falmouth Town Council through the Art Gallery Committee

Main objectives of the post:	To provide direction and leadership for Falmouth Art Gallery.
Grade:	PO1 SCP 33
Supervisor:	Town Clerk
Main place of work:	Falmouth Art Gallery, Council Offices, Municipal Buildings, The Moor, Falmouth, TR11 2RT

Duties and Responsibilities

1. To maintain a high level of professional management and to continue and promote Falmouth Art Gallery's family friendly image and reputation as a centre of excellence for small museums.
2. Ensure the service continues to meet existing and future Accreditation standards including proper documentation, conservation, storage and access to collections.
3. To operate and manage the Art Gallery within the financial budget for the fiscal year compiled with the Council's Responsible Finance Officer on the relevant information from Art Gallery and financial records.
4. To make regular reports to the Town Council on the activities of the Gallery and its staff and initiate proposals and give advice to the Council on all matters relating to the running of the Art Gallery and the care of the Town's collections for its consideration and approval.
5. To manage and supervise the permanent and part time staff and volunteers appointed to assist with the running of the Art Gallery and co-ordinate staff to cover holidays and sick leave.
6. To devise, programme, manage within a budget and install a varied temporary exhibitions programme in accordance with the Gallery's Temporary Exhibitions Policy and Education Policy. The programme should include annual shows of international importance and representations of all varieties

of contemporary art and craft forms by local/national and international artists as well as arranging historic exhibitions.

7. To be responsible for all publicity and marketing of Falmouth Art Gallery and for the preparation of all written materials relating to exhibitions, projects and the permanent collection including catalogues, press releases, captions and website text.
8. To actively seek to extend the funding base through partnership with business sponsors and grant-aid bodies and to link with major stakeholders such as University College Falmouth and Kids in Museums.
9. To actively apply for funding for projects, acquisitions, conservation and staffing.
10. To liaise with private collectors, and with national and provincial museums to achieve important loans for temporary exhibitions.
11. To be responsible for developing and preserving the fine art collections in accordance with the Acquisitions and Disposals Policy. This will include strategic planning, formulating storage policies, major incident planning, security, documentation, research, display and interpretation.
12. To care for the Town's collection of art and be responsible for the maintenance of the correct environmental conditions for exhibitions and storage, including assessing the need for the restoration and conservation of works, arranging the necessary work and liaising with the appropriate conservators to undertake the work.
13. To make proper arrangements for insurance of all exhibits including the permanent collection and any temporary loans for exhibition both while on display and during transit.
14. To originate exhibitions of the permanent collection on themes which give a broader context of the work in the collection.
15. To be responsible for and promote the Gallery's award winning education programme for families, schools, colleges, universities, community and special needs groups and integrate education to the heart of the Art Gallery Programme.
16. To provide advice and information for visitors or members of the public and ensure the gallery maintains its welcoming and friendly atmosphere.

17. To appear for press and promotional occasions representing the Art Gallery.
18. To give talks and image-led lectures to a variety of organisations when required to promote the gallery and its work.
19. To attend meetings with local, regional and national organisations representing the Gallery's interests under the Council's approval.
20. To work closely with other museums and galleries locally and nationally to explore opportunities for joint initiatives under the direction of the Town Council.
21. To attend training and courses both internally and externally for professional development.
22. To oversee management of the shop outlet in the Gallery checking the appropriate purchase of all stock items in order to create revenue for the gallery. This also includes the sale of work in order to obtain revenue for the Gallery from commission on the sale of such works.
23. To oversee the correct banking and recording of all monies and ensuring regular stock checks and controls are maintained.
24. To manage Art Gallery previews, receptions and use of the Gallery by organisations for evening events.
25. To ensure compliance with health, safety, security and fire regulations at all times.
26. To be part of the Council's management team and attend regular management meetings.
27. To undertake evening and weekend work when required.
28. You must ensure that you personally comply with the Council's safeguarding requirements; be the designated lead, and administer the safeguarding requirements for the gallery..
29. Other duties commensurate with the grading of the post as required.