



Shaftesbury Arts Centre

Arts Centre Manager – Shaftesbury Arts Centre

About Shaftesbury Arts Centre

Established in 1957 in the old covered market in the centre of the historic Dorset hilltop market town of Shaftesbury, Shaftesbury Arts Centre is now widely recognised as one of the best volunteer membership-led arts centres in South West England.

The Centre includes a 157-seat, fully equipped theatre, a modern dance studio, and associated multi-use rooms, as well as a popular professional gallery. Our regular, varied, and lively year-round programme of amateur and professional plays, films, art, photography and craft exhibitions, workshops, and training courses draws people from far and wide including the neighbouring counties of Wiltshire and Somerset.

Shaftesbury Arts Centre is a charitable company limited by guarantee, run by volunteers drawn from its membership.

Responsibilities

The Arts Centre Manager role could include the following:

- Coordinate the bookings calendar and help develop the programme of artistic events at the Centre
- Monitor and evaluate the delivery of the programme to ensure it meets the needs of the overall business plan
- Deal with enquiries from the public
- Coordinate volunteer activities including recruitment, induction, rotas and training records
- Ensure that the Centre meets the requirements of current legislation, such as health and safety and licensing laws and safeguarding children arrangements
- Coordinate the Centre's publicity and marketing activities
- Develop partnerships with local businesses, educational organisations, and the community to encourage engagement in artistic activities
- Help develop the Centre as a community and cultural hub for Shaftesbury
- Liaise with the Centre's board of trustees and provide regular reporting and updates
- Liaise with building maintenance and cleaning teams and maintain the Centre's insurance

Working Hours

This is a full-time position. Due to the Centre's opening times, working hours can be varied and you may be required to work some evenings and weekends.

Salary

£24,000 per annum (full-time)

Type of contract

Permanent

Location

This role is based at Shaftesbury Arts Centre in Shaftesbury, Dorset. There may be a requirement for flexibility and home working.

Qualifications

A qualification in one of the following (or a related area) is desirable:

- arts administration
- arts management
- business studies/management

Person Specification

Essential

- Experience, understanding and keen interest in the arts and/or theatre sector
- Excellent communication skills for dealing with volunteers and the public
- Strong organisation and coordination skills with the ability to multi-task
- Able to demonstrate excellent IT skills
- Risk management experience including, but not limited to, health and safety and safeguarding legislation and requirements

Desirable

- Experience of working in the charity sector, preferably working with and managing volunteers
- Leadership abilities to manage and motivate volunteers
- Business acumen and experience of financial management
- Marketing skills
- Experience of income development, including grant applications in the arts sector
- Ability to develop interest in the arts in the community and especially amongst young people

Personal Attributes

- Excellent communication skills for dealing with volunteers and the public
- Creative thinker/problem solver
- Team player
- Open to new ideas and willing to embrace new ways of working
- Able to think creatively to offer positive solutions
- Proactive in anticipating needs and seeking opportunities to add value
- Flexibility and the ability to juggle competing priorities
- Able to work collaboratively and build good relationships with volunteers, trustees, patrons and others, maintaining professionalism and composure at all times

To apply, please email a copy of your CV, as well as a covering letter/supporting personal statement, telling us why you feel you meet the essential criteria in the job description to recruitment@shaftesburyartscentre.org.uk.