

## JOB DESCRIPTION

**Job Title:** Consultancy Senior Art Producer (maternity cover)

**Reports to:** Head of Consultancy

**Department:** Consultancy

### **Main objectives:**

To deliver and manage the Contemporary Art Society's art advisory services to public bodies, companies and individuals in such a way as to deliver the CAS mission and generate income for its charitable work.

### **Key Responsibilities**

#### **Project development and delivery:**

To develop and deliver exemplary advisory services including cultural and public art strategies, public art commissioning, corporate art collections and exhibition and art event programmes.

Duties include:

#### **All Projects:**

- Use specialist knowledge and networks to undertake curatorial research
- Prepare presentations and deliver to client
- Communicate and engage successfully with clients, artists, fabricators, dealers, agents and other stakeholders.
- Develop project delivery plans

#### **Public Art Projects:**

- Advise on the appropriate selection procedures to approach/longlist/shortlist artists
- Write artists' briefs, set criteria and protocol for artist selection, draw up and/or negotiate the artist's contract
- Act as broker between artist and the commissioner and all contractors through design and fabrication process
- Coordinate installation, including site research, preparation and obtaining necessary permits

- Manage project governance and reporting procedures
- Manage technical, health and safety and risk assessment issues
- Manage all commissioning, fabrication and delivery public art project stages on time and to budget.
- Advise on decommissioning

### **Strategy Projects:**

- Develop and deliver Cultural Strategies to client requirement with support of Head and wider team
- Develop and deliver Public art Frameworks to client requirement with support of Head and wider team

### **Departmental activity**

To contribute to department wide responsibilities.

Duties include:

- Contributing to the team strategy for ongoing and future marketing priorities.
- Contributing to the day-to-day administration of the Consultancy department, including database management, information and data management.
- To undertake other duties as requested by the Head of Consultancy or senior management team.

### **Person Specification:**

The Consultancy Project Manager plays an integral role within a small departmental team that works with companies and public and private clients to create, commission and collect contemporary art. The position requires a dynamic individual with proven ability to work across a varied and busy project caseload, efficiently and accurately. Required experience includes:

- A demonstrated track record of project management in the delivery of significant public art programmes and commissions, including dealing successfully in a client-facing role
- A sound knowledge of contemporary visual art and artists, with demonstrated experience in aspects of curatorial work and the commissioning of artists
- Excellent organisational, administrative, and budget management skills, including the ability to prioritise work and make sound judgements under pressure and to tight deadlines.
- Well developed written and oral presentation skills – the ability to convey information clearly and concisely in both written, visual and spoken forms and to maintain effective working relations with a broad range of people both internally and externally.
- Excellent IT skills, including the use of word processing, Excel, PowerPoint, Photoshop, database and e-mail applications.

- Educated to degree level or above.
- An entrepreneurial outlook combined with the confidence and self-motivation to support the development and management of all aspects of the consultancy service.
- Research skills