

Gallery Manager Vacancy

ABOUT MIMOSA HOUSE

Founded in 2017, Mimosa House is an arts organisation that exists to challenge the lack of diversity in the arts, in the UK and beyond. Mimosa House produces 3-4 exhibitions per year and numerous events at our multi-floor venue in Holborn, central London. Throughout everything we do, we centre the voices and experiences of women and queer people, with a particular focus on people of colour, and the intersections between.

Mimosa House is currently run by a small team, with occasional support from freelance staff, as well as governing support from our Board of Trustees. As a small team, emphasis is placed on an adaptable and supportive environment that prioritises collaborative working, inclusivity and problem solving.

Our current priorities as an organisation are to continue to deliver an outstanding programme, champion under-represented talent, and increase our financial resilience.

POSITION DESCRIPTION

The Gallery Manager is responsible for the delivery of Mimosa House's exhibitions and public programme events. Reporting to the Founding Director/Curator and to the Deputy Director, they will manage all areas of production, whilst contributing to the day-to-day running and development of the gallery, including communications, administrative tasks and fundraising activities.

DUTIES AND RESPONSIBILITIES

Production

- Take a lead in the logistical production of exhibitions to the highest standard, including facilitating loans, negotiating artist agreements, coordinating international shipments, handling physical and audio-visual artworks, obtaining estimates and supporting the development of any new commissions.
- Collaborate and liaise with artists and their representatives, as well as guest curators, partner institutions, lenders and other associates of the gallery, as required, maintaining excellent relations throughout.
- Assist with hosting visiting artists/curators, including organising itineraries, booking transport and accommodation, and any other logistical needs required.

- Monitor and maintain project budgets meticulously, ensuring projects are completed within budget and that accurate financial records of income/expenditure are maintained.
- Manage technicians, suppliers and other freelancers in the timely delivery of exhibitions and events logistics, as well supporting the Deputy Director in the general maintenance of the building such as liaising with contractors and cleaners.
- Support with the development and delivery of all public programme events, as well as organising events part of our patrons programme, such as studio visits.
- Support the Curator in the research and development of Mimosa House's exhibitions and public programme.

Communications & Fundraising

- For specific projects, work with the team to write and submit fundraising applications.
- Support with communications including social media content, website updates and Mailchimp mail-outs.
- Support the Curator in managing contacts and maintaining correspondence.
- Support the Curator in writing exhibition descriptions and interpretive materials such as wall texts, artwork labels and website content.
- Organise external exhibitions tours and studio visits for patrons of Mimosa House, liaising with staff at partner institutions and artists.
- Support the Deputy Director in other fundraising activities including researching grants, organising venue hires and producing artist editions.
- Assist in compiling project reports for relevant grant bodies, with a shared responsibility for evaluation processes and gathering audience data.

Other

- Promote and advocate for Mimosa House and its activities amongst stakeholders and at public events.
- Invigilation duties during public opening hours.
- Any other duties as requested.

REQUIRED SKILLS AND EXPERIENCE

Essential:

- At least 3 years experience organising public exhibitions in a non-profit organisation or equivalent significant experience producing exhibitions independently
- Experience in coordinating complex exhibition logistics
- Pays meticulous attention to detail, is highly organised

- Excellent written and verbal communication skills
- High level of computer skills including use of spreadsheets, Google Workspace, design softwares
- Ability to work independently as well as closely with a small team
- Ability to work within a fast-paced environment with a flexible/versatile approach to ensuring every project's success
- Passion for contemporary art and alignment with Mimosa House's vision in particular

Desirable:

- Ability to start ASAP
- Experienced in social media, Mailchimp newsletters and website management
- Use of SketchUp or other similar exhibition modelling software

We particularly encourage applications from Disabled people, those from Black and minority ethnic backgrounds and those identifying as LGBTQI+, who are currently under-represented within the workforce of arts organisations. Our office is on the second floor of the building and is accessed via two flights of stairs - we regret that currently there is no wheelchair access to this part of the building. If you have any questions about access please don't hesitate to contact us for more information.

Employment Terms:

Reporting to Mimosa House's Founding Director & Curator and Deputy Director

Opportunity type: Full time, 5 days per week

Salary: £28,000

Working days: Monday-Friday, 10am to 6pm. Sometimes it will be necessary to work out of hours or on weekends for events, for which time off in lieu will be granted

Location: Essential requirement to work on-site at Mimosa House, 47 Theobalds Road, WC1X 8SP, London

Annual Leave: 28 days (including bank holidays)

Applicants must hold the right to work in the UK

TO APPLY

Please email mimosahouselondon@gmail.com using the subject line "GALLERY MANAGER APPLICATION" with a cover letter and CV

Deadline 12pm midday 16th May

Interviews held week commencing 27th May