# Belfast Exposed Photography

23 Donegall Street, Belfast, BT1 2FF

Job Title: **Exhibition Officer**

Employer: Belfast Exposed Photography

Place of work: 23 Donegall Street, Belfast, BT1 2FF

Reports to: Chief Executive/Curator

Duration: Permanent (subject to funding)

Salary: £22,000 per annum

Hours of work: Full-time, 37.5 hours per week, Tuesday to Saturday, 9.00 – 5.30.

Flexible working, including evenings and Sundays may be required.

An exciting opportunity has arisen to join Belfast Exposed and make a vital contribution to this dynamic and unique organisation. The successful candidate will be able thrive in this demanding environment and help the team maintain the excellent reputation we have established at local, national and international level.

# Job Description

The Belfast Exposed Exhibition Officer is primarily responsible for supporting the realisation of the organisation’s gallery programme, providing logistical, technical and administrative support to the Chief Executive/Curator. With lead responsibility to ensure the smooth day to day running of the galleries, duties range from overseeing installations to organising transport and equipment hire, liaising with visiting artists and keeping front of house staff briefed on technical and artistic matters relating to programming. In addition, managing the development of the Futures programme and curation of Gallery II exhibitions.

The post-holder must be practical, resourceful and enthusiastic, and have excellent organisational and technical skills.

**Primary Tasks Involve**

* Assisting Belfast Exposed exhibition and publication programmes;
* Undertaking exhibition and events-related technical and logistical work;
* Undertaking gallery administration;
* Draw up and manage exhibition budgets and fundraise for projects
* Ensuring the smooth day-to-day running of the galleries;
* Providing support for publicity and marketing activities;
* Development of futures programme.
* Management of Bookshop

**MAIN DUTIES**

**Support programme realisation**

* Assist the Chief Executive/Curator and exhibiting artists, on the planning and installation of exhibitions and Belfast Exposed events;
* Curate Gallery II programme.
* Develop Belfast Exposed Futures programme at a local, national and international level.
* Assist the Chief Executive/Curator/Communications officer in the production of publications (collating and/or preparing image files for print, proofing).
* Assist in audience development planning and delivery.
* Assist in income generation activities.
* Any other duties commensurate with the grade and level of responsibility of this post.

**Technical and logistical work**

* Liaise with artists and lenders to agree technical specifications for exhibitions and gallery events;
* Assist the loan administration and the condition checking of works;
* create and monitor production and installation schedules for exhibitions
* assist with installation, including the packing, loading, hanging and framing of exhibits
* Organise transport of works, insurance, hire of equipment, printing and framing, storage as required;
* Assist on installation design and manage all technical aspects of the installation (including gallery fit out, AV installation, hanging and placing of 2 and 3D works, lighting etc.);
* Oversee contracted building work for exhibitions to ensure an accurate and high quality finish;
* Ensure all health and safety policies are adhered to;
* Provide effective technical support for gallery events: IT set up, documentation and sound recording (includes editing and formatting for web);
* Ensure that exhibition information, captions and signage are in place for exhibition openings;
* Maintain equipment, fittings, fixtures and the fabric of the gallery, including security, as directed and as appropriate;
* Advise of stock shortages or equipment failures.

**Gallery/Exhibition/Event administration**

* Work within set budgets, source quotations for required services;
* Organize travel and accommodation arrangements for visiting artists, speakers etc;
* Log and prepare open submissions from artists for consideration.
* Maintain records and provide general administrative support for exhibition and publication projects;
* Regular report writing and briefing of staff on technical matters;
* Respond to public enquiries (telephone, email, in-person) about the exhibition programme and related events.
* Prepare reports when requested for Chief Executive/Board.

**Day-to-day gallery/event management**

* Front of house – liaise with cleaning, front of house staff to ensure that the gallery is clean and presentable, safe and welcoming and that all publicity and gallery information is tidy and up-to-date;
* Recruit and Manage volunteers
* Manage the gallery intern (If recruited);
* Brief front of house staff on gallery switch on and off and content;
* Open and close gallery on a daily basis.
* In the absence of volunteer invigilators, invigilate Gallery I.
* Management of Bookshop

**Marketing**

* Provide text of exhibitions/events for Marketing Officer
* Be available to give press briefings on request;
* Be available to give exhibition tours to visiting groups on request.
* Support audience development of Belfast Exposed

**Personal Specifications**

**Essential**

* A minimum of two years’ experience of organizing contemporary photographic/art exhibitions;
* Experience/working knowledge in the field of contemporary photography;
* Technical experience/knowledge, in a gallery or museum setting, with exhibition installation and artwork handling skills;
* Experience of organizing - planning and prioritizing workloads effectively and the ability to meet deadlines under pressure;
* Able to work unsociable hours when the job demands;
* A meticulous approach to all aspects of gallery management and administration;
* Ability to manage people, delegating where appropriate, and comfortable working as part of a team;
* Excellent verbal and written communication skills;
* Advanced IT skills, with strong administrative and reporting skills

**Desirable**

* Degree in Photography/Fine Art/History of Art
* Experience or demonstrable interest in Photography
* Experience of fundraising and writing funding applications

**How to apply**

**Download an application form from the Belfast Exposed website** [www.belfastexposed.org](http://www.belfastexposed.org) **or contact Conor O’Brien** [c.obrien@belfastexposed.org](mailto:c.obrien@belfastexposed.org" \t "_blank).

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**Complete and return by email to** [c.obrien@belfastexposed.org](mailto:c.obrien@belfastexposed.org" \t "_blank). **no later than 12.00pm on Wednesday 10th April 2019.**

# Shortlisting will take place Friday 12th April 2019.

Candidates will be notified Friday 12th April 2019.

Interviews will be held at Belfast Exposed Wednesday 17th April 2019.

**BELFAST EXPOSED**

Founded in 1983 by a group of local photographers as a challenge to media representation of the city’s experience of conflict, our work continues to reflect a socially engaged ethos, while responding to contemporary currents in photography and politics further afield.

Located in Belfast’s Cathedral Quarter we publish and show work by artists and photographers from Northern Ireland and across the world. Our exhibitions, publications and photography projects with artists and local communities are usually accompanied by related talks, community events and discussions.

Belfast Exposed vision is to enlighten our world through the power of photography. Celebrating photography’s diversity and creativity, we work with artists, academics, individuals, communities and business partners opening new possibilities in the field of photography.

Belfast Exposed believes photography is for everyone, it is accessible, meaningful and has the ability to create narratives, allowing us to create discourse and reflect upon our history, inform our present and inspire a positive future.

Belfast Exposed’s success is founded upon photography’s potential to engage a wide range of interests and has been fuelled by the investment the whole team has made in establishing effective ways of engaging with all of its key stakeholders, whether building new audiences for socially engaged photography or extending participation in education, training and community photography programmes. Building on and maintaining these relationships in a way that allows Belfast Exposed to maintain its independence, grow, prosper and raise its profile is a central part of all roles in the organisation.

Belfast Exposed has earned a reputation for high standards of programme delivery and productivity and maintaining an open and welcoming public space. We are hard working, deadline driven, and public facing. With a small team of five staff this can mean working on several different projects on the same day, sometimes outside of working hours, while always remaining friendly, cheerful and focused.