

Tight Modern Gallery Site Manager - Project Brief

Summary

The Tight Modern Gallery Site Manager will work with the Tight Modern Project Manager to prepare the gallery for the 2016-17 Tight Modern tour and to install and take down the gallery at the four tour sites. Developments for this year's tour include the introduction of new digital technology to help increase the number of exhibiting artists and to improve the public voting system. The Tight Modern Gallery Site Manager will be responsible for integrating the new technology to a high standard.

Expected Timetable:

- Short induction in June 2016 in Brighton.
- 3 days in June 2016 to repair and prepare the gallery for integration of new technology in Brighton area.
- Venue 1 Jubilee Library, Brighton 1 day installation 18.11.16 (confirmed)
1 day strike 12.12.16 (confirmed)
- Venue 2 St Helen's, Merseyside 2 day installation 13 & 14.12.16 (confirmed)
2 day strike 14 & 15.2.17 (confirmed)
- Venue 3 Redbridge, Ilford 1 day installation 16.2.17 (confirmed)
1 day strike 28.2.17 or 2.3.17 TBC
- Venue 4 TBC 2 to 4 days TBC March 2017

Job Tasks:

- Make repairs to Tight Modern.
- Install 6 digital frames into Tight Modern picture racking system, conceal cables and make secure.
- Construct and securely integrate new Voting Booth, in keeping with Tight Modern design, installing 2 to 4 tablets connected to WIFI for public voting system.
- Take Tight Modern, via van, to 4 venues in schedule above.
- Ensure digital frames and voting booth are all working properly at venues.
- Provide clear induction/training for tour venue staff to turn on/off, dismantle and erect the Tight Modern at additional tour sites and carry out basic maintenance.
- Supervise volunteers organised by Tight Modern Project Manager to assist with repairs.
- Assist with the re-writing of the installation instruction manual to reflect the new digital elements of the Tight Modern.
- Assist Tight Modern Project Manager as and when needed.
- Additional tour venues may be added between April and June 2017 with additional days.

Personal specification:

Essential	Skills	Experience
	<ul style="list-style-type: none"> • Excellent carpentry skills • Competent with a variety of materials • Ability to work under pressure to a tight deadline • Accurate and efficient • Full clean driving licence • Physically able to safely lift large items • Good communicator 	<ul style="list-style-type: none"> • Driving a van • Experienced using technology • Experience in working with volunteers and potentially vulnerable people, in a sensitive manner
Desirable		<ul style="list-style-type: none"> • An interest in visual art • Working with marginalised people

Contract Terms:

The successful applicant must be available for all the confirmed dates in the tour stated above and may include some working at weekends.

This freelance post is for a minimum of 16 days (8 hours a day with some longer days when travelling). The total fee for the work is £1,920.00 (£120.00 per day). Plus travel, subsistence and accommodation expenses for the tour. Any additional days will be paid at £120.00 per day. The Tight Modern Gallery Site Manager will be responsible for own tax and national insurance. For practical reasons the successful applicant should live approximately within 1 hours travel from Brighton and travel to Brighton is inclusive of the daily fee.

Recruitment Process:

Closing date for applications: **Tuesday 31 May 2016 at 9am.**

You will hear if you have been shortlisted by Tuesday 7 June.

Interviews: **Tuesday 14 June.**

Please apply by email:

- Describing why you are attracted to the post.
- Demonstrate with examples what experience and skills you have, referring to the Personal Specification.
- Please state where you heard about the opportunity.
- Enclose a c.v.
- You may also attach other information you think supports your application (up to a maximum of 2 sides of A4).

Email: Lisa Finch, Tight Modern Project Manager tightmodern@creativefuture.org.uk with Tight Modern Site Manager in the subject.



empowering marginalised artists and writers

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Creative Future Overview:

Creative Future provide training, mentoring and the chance to publish or exhibit to talented people who lack opportunities due to mental health issues, disability, health or social circumstance.

Creative Future aims to inspire aspiration and artistic excellence amongst marginalised artists and writers. We increase their confidence, enabling them to re-engage in the community by offering publishing and exhibiting opportunities to 'get their work out there'; challenging their own and other people's perception of their potential.

We are a bridge from the margins to the mainstream. Creative Future was established in March 2007 by Dominique De-Light and Simon Powell. Based in Brighton, working across the South East with national events, we've held over 73 happenings with audiences totaling tens of thousands. We've engaged over 3800+ people in our activities and delivered over 250 courses and workshops.

[Link to Creative Future website](#)

[Link to Tight Modern website](#)

[Link to Creative Future Literary Awards website](#)

This post has been funded by the Arts Council England.



**Brighton & Hove
City Council**

