

Main Areas of Responsibility:

Strategic & Artistic

- To lead An Tuireann as a centre of excellence for the development of contemporary visual arts and crafts practice and exhibition with integrated educational activities (as detailed in the centre policies) for the Skye and Lochalsh area.
- To lead a skilled cross-arts core team to create an integrated and coherent programme of visual arts, literature, craft, and audience development in a local, national and international context.
- To oversee the research, planning and implementation of the artistic programme.
- To network and collaborate, where appropriate, with local arts and other organisations/venues and with relevant organisations in Scotland and beyond.
- To be an effective advocate for the centre to ensure positive working relationships through existing links with agencies and funders, and cultivate links with new organisations.
- To ensure compliance with conditions of funding, in particular to meet the requirements of the Scottish Arts Council's Quality Framework for Foundation Funded Organisations.

Project Development

- Be responsible in collaboration with the Board of Directors for the overall management of and fundraising for a proposed new capital development to provide a new exhibition venue in the centre of Portree and develop educational and artist's facilities on the current site.
- Oversee the research and implementation of marketing and audience development initiatives to enable the centre to increase the level of visitors, participants and income generation, with support for the Audience Development Officer and other members of the team.

Management

- Maintain effective management of the organisation in collaboration with the Board of Directors and in liaison with the Core Arts Team and Finance Officer.
- Recruitment and line management of core staff team.
- Maintain a commitment to established good employment practice and operate within the Equal Opportunities Policy.
- Oversee that the centre operates within all statutory legal obligations and continues to meet high standards of customer service.
- Report to the Board or Directors and funders as required

Financial

- Plan and monitor annual budgets in collaboration with the Finance Officer.
- Take the lead in a strategic approach to securing funding, developing income generation, and improving financial sustainability for running and programme costs
- Report to regular financial committee meetings to develop and monitor financial activity.

Other

- To investigate future priorities for artistic, capital and strategic development.
- To represent the company on local, regional and national events as required i.e. conferences

Person Specification

- A sound knowledge of contemporary visual arts and crafts and current arts issues internationally and within Scotland.
- Demonstrable skills in financial planning and funding development
- Demonstrable business and income generation skills at a strategic level.
- Minimum of 3 years recognised experience of management and working on a strategic level.
- Educated to degree level in a relevant subject.
- Experience of staff management with the ability to motivate a small team of staff and volunteers.
- Ability to communicate effectively both orally and in writing.
- A willingness to work flexible hours and to travel as required
- Commitment to ongoing professional development.
- Understanding of rural issues.
- Knowledge of Gaelic is desirable but not essential.
- Computer literate with Windows etc.
- Clean driving licence.

Reporting Structure:

- The Director is responsible to the Chair and members of the Board of Directors.
- The Director is responsible for the management of the core team, which consists of a Curator, Education and Outreach Officer, Craft Development Officer, Literature Development Officer, Audience Development Officer, Finance Officer, Reception/admin post and the café team.

Terms and conditions:

Contract: The post is a core post, therefore permanent and full time

Probation: There will be an initial six-month probationary period

Hours: Normal hours Monday – Friday 9 am – 5pm, includes 1 hour for lunch

Holidays: 30 days including public holidays.

Over time: Extra hours worked can be reclaimed as TOIL

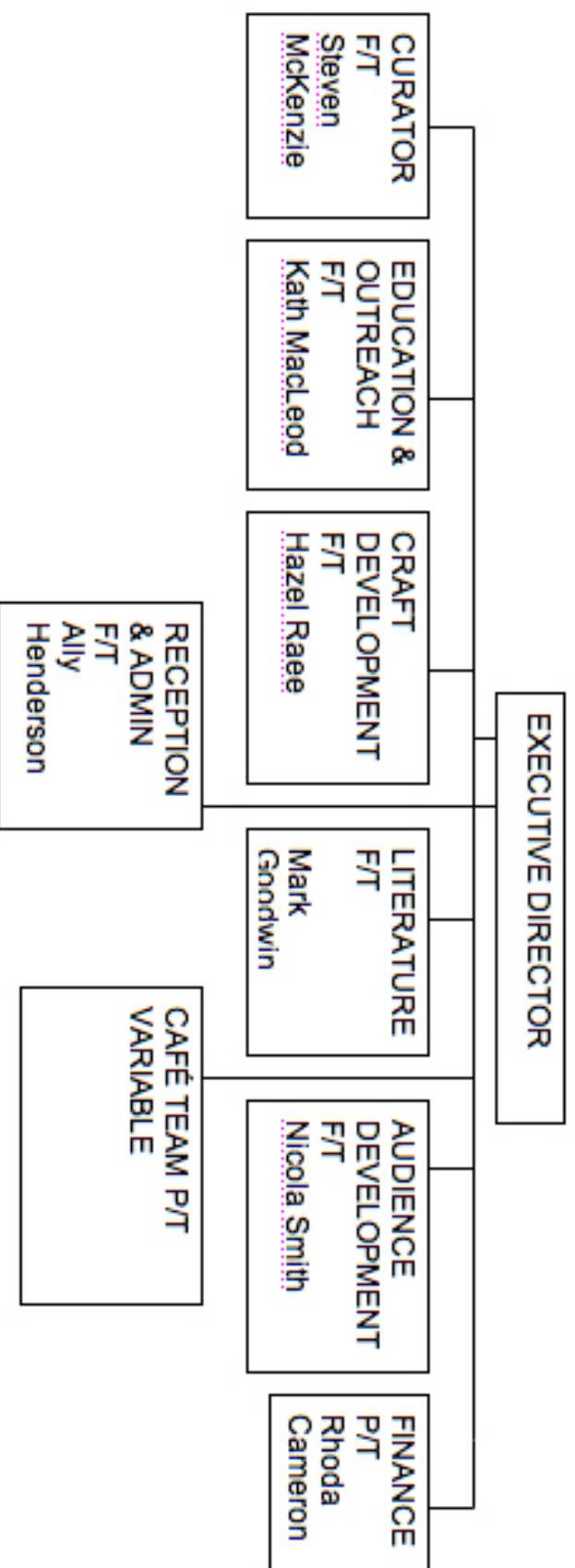
Salary scale: £25,000 – £30,000 depending on experience

Pension: The Royal Bank of Scotland can provide a stake holders pension on our behalf should a member of staff wish to set up a pension through the company.

Training: We are committed to staff development and identify training needs for the team through annual appraisals

Expenses: Expenses such as travel and subsistence are reclaimed monthly

AN TUIREANN STAFF STRUCTURE – SEPTEMBER 2007



AN TUIREANN ARTS CENTRE

Equal Opportunity Policy

Statement

An Tuireann Arts Centre (ATAC) seeks to ensure that all persons who come into contact with the organisation in person via written or spoken communication, through publicity material or any other means will be treated without prejudice regardless of gender, social or economic class, ethnic or national origin, physical or mental disability, marital status, religion or political affiliation, age or sexual orientation.

Staff

ATAC is committed to a policy of equal opportunities in its employment procedures. Responsibility for its implementation falls on the Board and the Director and those involved in the recruitment process and administration. Recruitment advertising will carry an equal opportunities statement and job packs will include a copy of this policy.

All posts with contracts over a six month period will be advertised.

Recruitment and selection procedures will be the responsibility of the Director and the Board. All posts will have a person specification on which the selection procedure will be based. Specifications will list the skills and experienced required of all candidates in detail and those which are considered desirable.

Candidates short listed for interview will be selected by grading solely on the evidence of the information supplied in the application form. A matrix form will be prepared, based on the requirements of the post

All members of staff, volunteers and artists working on educational and outreach activities, as part of their induction will be given a copy of this document. All members of staff fulltime, temporary or voluntary are responsible for up holding the policy.

Training will be sought for staff in equal opportunities, disability awareness and customer care, where appropriate.

Users

Copies of this document will be available to all users of the Centre

Board

The Board is committed to the equal opportunities policy and will ensure its implementation both within the board and staff structure.

General

Grievances due to infringement of the policy will be dealt with by the Director and the Board

No publicity material issued from ATAC will contain imagery or language, which would be found by any reasonable person to be out with common decency or as attempt to prejudice thoughts or actions

an tuireann arts centre and cafe

Artistic policy/statement of intent

An Tuireann aims to provide a programme that will be stimulating, educational and enjoyable to the communities of Skye and Lochalsh and create opportunities for artists by:

- Establishing the An Tuireann as a centre of excellence in terms of contemporary visual art and craft projects and related activities, working practice and customer service.
- Initiating or hiring exhibitions and projects of Scottish and international contemporary visual art and crafts of all forms.
- Commissioning new work from established and emergent Scottish talent
- Respecting the culture and traditions of Skye and Lochalsh.
- Encouraging and promoting Skye and Lochalsh based artists in a minimum of three curated exhibitions each year, stocking items in the craft gallery, artist register, and artists information resource.
- Promoting a better understanding and appreciation of contemporary visual art and craft by providing interpretative material and educational activities.
- Increasing access to contemporary visual arts and crafts throughout Skye and Lochalsh through the development of outreach activities.
- Advocating the importance of contemporary visual arts and crafts in cultural and economic development, and employment.

An Tuireann Education Policy

An Tuireann aims to position itself as a unique and inspiring centre for learning which is relevant, accessible and addresses the whole community of Skye and Lochalsh, as well as visitors to the area. An Tuireann seeks to not only increase the understanding and appreciation of the visual arts, but also to maximize the arts' potential for wider learning and enjoyment.

Learning is a process of active engagement with experience. It is what people do when they want to make sense of the world. It may involve an increase in skills, knowledge, understanding, values and capacity to reflect. Effective learning leads to change, development and the desire to learn more.

Campaign for Learning

Our educational activity can contribute to every stage of educational development. We aim to support lifelong learning from early childhood through adulthood and into the third age, through both informal learning and formal education. Defined in its widest sense, education is critical to the success of An Tuireann within our community. Our aim is that every visitor walks away having learnt something, and is inspired enough to want to return.

An Tuireann recognises that there are barriers which can exclude sections of our potential audience from accessing our educational programme. We aim to work around these challenges of physical, intellectual and attitudinal access to prove ourselves a fully inclusive learning centre, whereby we facilitate learning rather than educating.

Working within the framework offered by the Scottish Arts Council's 'Visual Arts Strategy' and the 'Highland Council Arts Strategy', An Tuireann will work effectively in partnership with organisations to deliver our educational activity.

An Tuireann envisages developing three types of provision for learning, which will compliment and inform each other

- **Exhibition programme and interpretation**
Aim - To maximise the unique context and potential for learning provided by the programme of exhibitions.
- **Programme of activity**
Aim - To provide a sustainable programme of practical arts and crafts activities for a wide range of the community which is both informed by and informs the exhibition programme.
- **Facilities for self directed learning**
Aim – To develop a quality open-access education space with library and internet access.

We will ensure that appropriate methods are in place to develop, implement and evaluate our educational activity, which will inform its development and growth.

By providing a structured and sustainable programme of learning, An Tuireann aims to develop its role within the community as a provider of valued, dynamic and inspiring learning opportunities.

THE VITAL STATISTICS

The building opened in July 1998, after redevelopment assisted by a **major National Lottery award and European, Regional and trust funds**. Based in Portree, Skye, it is the **only public visual arts and crafts venue on the West Coast of the Highland Council area**.

Entry is **free** and it is open **all year round**.

Audience figures have grown from a pre-development figure of 9,500 in 1996/7 to **over 17,000** in 2002/3 (comparable to some central belt galleries). The usual trend for a significant down turn in numbers after October does not happen, indicating a **significant growth in local use** of the centre.

As a **4 Star Visitor Attraction** An Tuireann, along with the Aros Theatre, provides a healthy cross section of traditional, local and national contemporary art and culture.

The **artistic programme** focuses on delivering a range of exhibitions in two galleries - usually ten a year. Promoting **local artists and bringing national and international artists to the area**. This provides a variety of quality exhibitions **to meet a wide range of audience interests**.

Artists we have exhibited include Ian Davenport, Douglas Gordon, Donald Urquhart, Will Maclean, Judy Spark, Victoria Morton, Wendy Ewald, Roddy Buchannan, Caroline Dear, Julie Brook, Steven McKenzie, Dalziel+Scullion, Anne Bevan, Grainne Morton, Anna King and many more

The **craft gallery** plays a significant role in **increasing sales opportunities and promoting local makers along side national and international makers**.

Five satellite **craft showcases** throughout Skye and Lochalsh feature local craft work. These were established as part of a recent craft development project. An Tuireann continues to maintain and manage them.

Support for local artists and makers includes: information on funding sources, a range of art/craft magazines for reference, artist and maker register and an artist opportunities information. Also, we have a minimum of three local artists exhibiting each year.

Permanent artworks include a feature window by Stephen Skrynka, cafe furniture by Matthew Burt, serving counter by Bob Booth, reception desk by Magnus Gunnerson and items by Uig and Edinbane potteries - all commissioned as part of the new building.

On average each year **over 2000 children and adults** from the local community take part in, **workshops, talks, group tours and outreach projects** (e.g. The Travelling Gallery, Video projects and artist visits to schools). Weekend workshops are **always fully booked**. This success has enabled us to establish a dedicated **Education Officer** post to focus our education strategy and meet the needs of our local community.

The **local primary and secondary schools** use the centre as a **teaching resource** for contemporary work and for **three years in a row** we secured a **National Children's Arts Day Award** for education work with Plockton High School and Glenelg and Elgol Primaries. Last year we received a **SAC Education Award for the Scribble Festival**.

For two years in a row we have collaborated with artists and Portree High School to enable week long photographic projects to coincide with exhibitions in the gallery and develop the skills of young photographers as part of Activities week.

We employ a core team of four staff and a café team of three. The café team increases in the summer season. An 'Investors in People' Award was made in March 2000 and re-confirmed in 2003

Over **£200,000 of additional inward investment** has been secured from trusts, sponsorship and national funding bodies through the range of exhibitions and projects in recent years

Partnerships in art and business projects include Aros, Sabhal Mor Ostaig, Highland Council, The Local Resource Centre, Hi Arts, the Celtic Film Festival, Art tm, Taigh Chearsabhagh, Stills Gallery, An Tobar, Talbot Rice, NVA and SNH.

Partnership funding has been awarded from a range of sources. **Skye and Lochalsh Enterprise** provide support and advice towards a range of annual activities and developments including exhibitions, craft projects, training and marketing. **Highland Council** supports the rental costs, exhibitions programme, education and outreach activities. **The Scottish Arts Council** provides development and now increased core funding.

An **Arts & Business award** was made for our work with local business sponsors. Growth in public awareness of the centre as a quality facility has enabled us to develop sponsorship with a range of local and Scottish based businesses for exhibitions.

Several awards from **Scottish & National Trusts** have recognised the quality of our work in exhibitions - such as Comunn na Gaidhlig and the Henry Moore Foundation. 'Tasi' the Gaelic TV art programmer featured 'Surface' an exhibition of contemporary sculpture and painting curated by An Tuireann in June 2000.

an tuireann arts centre
struan road
portree
isle of skye
iv51 9eg
tel 01478 613306 fax 01478 613156
exhibitions@antuireann.org.uk
www.antuireann.org.uk

APPLICATION FORM

POST APPLIED FOR:	Director
CLOSING DATE:	28th September 2007

(Please complete in block capitals or a word version is available by email. If you wish to type the application, please follow the format of this form)

PERSONAL DETAILS

Name:	
Address:	
Daytime Telephone Number:	
Evening Telephone Number:	
Email:	
Do you require a work permit ?	YES/NO
Do you hold a current driving licence ?	YES/NO

Please provide a brief statement expressing your reasons for applying for this post:

EDUCATION AND TRAINING

School, College, University Attended	Dates Attended/Period of Study	Qualifications Gained	Dates

CURRENT EMPLOYMENT

Present/Most Recent Employer's Name and Address:
Type of Business:
Job Title:
Date of Appointment:
Notice required/leaving date ?
Salary/wage (current or at time of leaving):
Reason for leaving:

Give a brief out line of your responsibilities:

PREVIOUS EMPLOYMENT

Name and Address of Former Employers (most recent first)	Job Title and Details of Main Responsibilities	Salary/Wage	Dates From/To

EXPERIENCE

Please explain how you meet each requirement of the job description and person specification:
(Additional Sheets may be attached if necessary)

REFEREES

Please give the names and addresses of two referees, one of whom should be your present or last employer. It is our normal practice to take up references immediately for short-listed candidates unless they request otherwise. With your agreement, reference enquiries might be made to previous employers.

Surname and Initials:		
Address:		
Occupation:		
Telephone Number:		
Email:		
May we request a reference	Immediately YES/NO* If short-listed YES/NO* After interview YES/NO*	Immediately YES/NO* If short-listed YES/NO* After interview YES/NO*

HEALTH

Are you receiving medical treatment at the present time?	YES/NO*
If yes, please give details:	
Have you been absent from work/college/school because of illness in the last two years ?	YES/NO*
If yes, please state number of days and give details:	

GENERAL

It is our policy to interview any potentially suitable disabled candidate who meets the minimum specification. Do you wish your application to be considered within this category?

YES/NO*

Are you related to any member or employee of An Tuireann Arts Centre

YES/NO*

If yes, please give details:

Please give details if you have previously applied for employment with An Tuireann Arts Centre:

Please indicate the publication or other source which brought this post to your notice:

Statement

To the best of my knowledge the information in this form is correct.

Signature:

Date: