

DULWICH PICTURE GALLERY

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Deputy Director (Maternity Cover)
Hours:	Flexible working hours based upon 40 hours per week Monday to Friday with inclusion of some weekend and evening work
Term:	12-month Fixed Term (Maternity Cover)
Department:	Directorate
Reports to:	The Sackler Director
Responsible for:	Head of Operations, Head of Communications, Head of Development, Head of Events & Head of Retail
Works closely with:	Senior Leadership Team, all Departments, Trustees, external stakeholders

Who We Are:

Dulwich Picture Gallery, founded in 1811, is the world's first purpose-built public art gallery. We care for and display our outstanding collection of Old Master paintings within Sir John Soane's pioneering architecture. As an independent gallery, we remain true our founders' purpose of presenting art *'for the inspection of the publick'* while engaging as many people as possible, of all ages and backgrounds, through our creative programme.

Our Mission:

We are engaged in a continuous process of planning, delivery, evaluation and development in order to unlock the Gallery's unique potential: our location, art and people.

Our Vision:

Our mission is underpinned by our vision to secure the Gallery's future as a cultural retreat where everybody can Find Themselves in Art.

Our Vision in Action:

In the intimate setting of the world's first purpose-built public art gallery
Find Yourself surprised by 'oh-wow' visual encounters
Find Yourself at home in a space where you feel welcome
Find Yourself transported by history and imagination
Find Yourself nourished by creativity and contemplation
Find Yourself connected with paintings and people
Find Yourself in Art

Our Values:

We are a hard-working, high-achieving team that values inter-departmental working and openness. We live out our values in our daily work and decision-making so that they are central to our identity.

We are:**Caring**

We care for our collection, our audiences, our communities and each other

Risk Taking

We are ambitious and agile, valuing creativity and considered experimentation

Collaborative

We are open and communicative, creating and sharing opportunities through partnerships and projects

Purpose of Role

As part of the Directorate and the Senior Leadership Team (SLT), the Deputy Director (Maternity Cover) will take significant strategic and operational responsibility for the Gallery's future by leading communications, operations, commercial and long-term fundraising and development relationships for the Gallery; and ensuring delivery of the Forward Plan for the Gallery.

The post holder will deputise for The Sackler Director when appropriate.

Key responsibilities:

- To lead and drive the commercial operation and efficiency of the Gallery
- To ensure that forecasting and planning processes are developed, implemented and maintained to enable the delivery of the Gallery's Forward Plan and to take responsibility for the Plan's delivery
- To drive operational planning and the organisation of large projects and activities, assessing and reviewing all plans and proposals on a routine and ad-hoc basis so that operational decision making is based on sound commercial principles
- To take responsibility for key cross-Gallery initiatives and troubleshooting when appropriate
- To ensure that the front of house, retail and visitor facing activities are geared to delivery of an exceptional visitor experience
- To ensure that all operational and building risks are assessed and maintained
- To be the key liaison point with the Chairman of Friends, ensuring that the agreed vision, needs and concerns of the Gallery are appropriately conveyed and that the opportunities are fully realised
- To lead strategic fundraising mapping to support the sustainability of the Gallery

- To ensure that Dulwich Picture Gallery is compliant with all relevant legislation
- To develop and maintain strong relationships with key stakeholders in the local community

This job description cannot be considered exhaustive and other duties will be determined by circumstances as and when required.

Person specification

Essential attributes

- Educated to degree level with a relevant post-graduate degree an advantage
- Substantial and proven success as a general manager or senior executive in the charity/arts & heritage sectors
- Extensive experience in strategy, business planning and operational management
- A strategic thinker with the ability to understand complex matters and bring these to action
- Clear communication skills, careful listener with the ability to problem solve
- Financially astute, able to set and manage budgets and to recognise commercial opportunities
- Highly action orientated and delivery focussed
- Resilient and energetic with the ability to cope effectively with pressure whilst initiating and responding positively to challenging ideas and pressures

Terms and Conditions

Salary Range: Band F - Directorate – From £55,000 per annum; commensurate with experience

Working hours: To be discussed. We are open to flexible and part-time working

Leave entitlement: 25 days' holiday per year, statutory Bank Holidays and two discretionary, non-contractual 'Gallery' days

Pension: The Gallery auto enrolls employees into a pension scheme in accordance with Part 1 of the Pensions Act 2008; employees contribute 3% and the Gallery 6% into this Scheme

Application Process

The deadline for applications is 5pm on Monday 11th February 2019. Interviews are expected to take place on Thursday 21st February 2019. To apply, please send your CV and covering letter outlining your suitability for the role to recruitment@dulwichpicturegallery.org.uk