



BRIGHTON PHOTO BIENNIAL

Job Title:	GENERAL MANAGER
Place of Employment:	BPB office, University of Brighton, Grand Parade
Working hours:	Usual working hours are 9.30am to 5.30pm, five days per week.
Reports to:	Executive Director
Responsible for:	Payroll and book-keeping consultant (when necessary) and graduate placements / interns / volunteer workers.
Key working relationships:	Executive Director, Education Manager, BPB Partners and The Trustees.
Salary:	£18,000 per annum
Holidays:	22 days, plus all Bank Holidays, and office closure between Christmas and New Year.

BRIGHTON PHOTO BIENNIAL

Brighton Photo Biennial is a registered charity established in 2001 set up to deliver an international photographic event that takes place in Brighton & Hove every two years. The next Biennial is in 2010.

Brighton Photo Biennial is the UK's leading photographic event, a regionally-based visual arts agency with inter/national impact. The Biennial facilitates the presentation of the work of international artists, from a range of cultural backgrounds, commissioning new work, premiering recent work and exhibiting historical work in new contexts. The Biennial includes exhibitions, participatory programmes, publications, conferences, talks, portfolio viewings and outdoor events. An extensive education programme develops local audiences and ensures the widest possible participation and engagement.

The Biennial is a partnership organisation and works with galleries, visual arts organisations and educational institutions in the city of Brighton & Hove and in cities and venues across the South East region. Its key partners are the University of Brighton, which hosts the Biennial office and organises exhibitions and the Biennial conference, and Photoworks, the Brighton-based, publicly-funded organisation that commissions new photography, produces exhibitions and publications, and initiates research and education programmes.

Since its first instatement in 2003, the Brighton Photo Biennial has quickly developed into a unique and ambitious international photographic event led by an individual curatorial vision focused on photography and lens-based media. To date, the Biennial has worked with the following guest curators: Jeremy Millar (Curator/Director, 2003), Gilane Tawadros (2006) and Julian Stallabrass (2008). Martin Parr is guest curator for BPB 2010.

The Brighton Photo Biennial mission is to: collaborate with partner venues and visual arts organisations to show high quality photographic and related artwork to the widest possible audience, bring the best international photography to the UK, exhibit recent and newly commissioned work, and encourage and showcase local talent by working closely with Brighton Photo Fringe.

PURPOSE OF THE POST

As a key member of BPB's team the General Manager will work closely with the Executive Director and other members of staff and consultants to help the organisation build a photographic event of international standing.

BPB is looking for an imaginative and pro-active General Manager. This new key role will work closely with, support and report to the Executive Director and take the lead on the day to day running of the office, the financial management and administration of the organisation. You will be responsible for ensuring the effective development and maintenance of financial and office systems, the co-ordination of effective communications and the delivery of agreed marketing initiatives. The General Manager will support BPB's Board of Trustees, deal with general enquiries, and generally assist the Executive Director and other staff and consultants in administrative tasks.

DUTIES AND RESPONSIBILITIES

Financial Management:

- Maintain financial records and basic accounting systems, ensuring financial management is efficient.
- Manage company accounts using MYOB software to include:
 - Producing quarterly and monthly cashflows
 - Scheduling and issuing payments by cheque
 - Invoicing
 - Managing electronic banking systems (direct debits, credit card payments, bankers' orders)
 - Maintaining the accounts filing system
- Prepare quarterly accounts and financial reports for the Board of Directors.
- Prepare accounts for the annual audited financial statements.
- Maintain the book-keeping system.
- Prepare and manage the annual BPB budget with the Executive Director.
- In collaboration with the Executive Director, develop budgets for individual projects and oversee the financial management of projects.
- In collaboration with the Executive Director and, when necessary, the Education Manager, develop budgets for individual projects, and oversee the financial management and monitoring of project activity.
- Budget management, specifically office administration budgets.
- Liaise with the BPB payroll contractor to ensure accurate payroll and associated calculations.
- First point of contact for all financial matters.

Administration:

- Responsibility for the smooth the day-to-day running of the office. Plan, implement and maintain administrative systems, developing and maintaining computer and other office systems and resources, including premises, stationery and filing, ensuring BPB has a pleasant and efficient work place.
- Support the Executive Director, and other staff / consultants where required, in administrative tasks, and in the effective production and efficient delivery of BPB.

- Engender positive staff relations and ensure effective communication systems are further developed and monitored including co-ordinating weekly and monthly staff meetings as necessary.
- Collaborate with the Executive Director in further developing and managing the graduate placement / intern and volunteer work experience placements.
- Oversee the induction of all new staff, graduate placement / intern and volunteer work experience placements.
- Confer with the Executive Director and the Board of Trustees arranging board meetings as necessary, preparing for Board meetings, taking minutes and ensuring reports are produced and all papers are circulated in good time.
- Confer with the Executive Director and BPB partners arranging partner meetings as necessary, preparing for BPB partner meetings, taking minutes and ensuring reports are produced and all papers are circulated in good time.
- Confer with the Executive Director and BPB Partners to collate information, maintain, update and, when necessary, circulate the overview BPB project programme planning schedule. Ensure all staff/consultants are briefed of key deadlines.
- Confer with the Executive Director and BPB Partners to collate information, maintain, update and, when necessary, circulate the BPB project programme planning schedule.
- Maintain all staff / consultant personnel records absence/leave records including: holiday leave, sick leave, and special leave, ensuring information is kept accurate and confidential.
- Collation of information required by Arts Council England and other funders in line with the conditions attached to the grant and the drafting of funding returns – including the development and maintenance of systems for capturing statistical information.
- Assist the BPB Executive Director in preparing and processing sponsorship proposals through all stages leading up to and following successful completion.
- Collate data for equal opportunities monitoring and other comparative analysis as required.
- Drafting Reports and other documents as required.
- Excellent verbal and written skills with a focus on clarity and brevity particularly in the writing of minutes.

Marketing and Communication:

- Assist with the marketing of the organisation and monitor the coherent branding of BPB products.
- Assist with copy / proof editing on all marketing material and across all platforms including the BPB website.
- Confer with the Executive Director, other staff / consultants and the website designer to maintain and update the BPB website and all related social networking and media sites.
- Manage and maintain the recording and documenting activity of the Biennial through graduate placements, interns and volunteers or service contracts and in consultation with: Executive Director, Education Manager and Marketing & Communications consultants ensuring data is approved and aggregated for a variety of media platforms.
- Assist with attracting press coverage for BPB and maintain the press cuttings file.
- Maintain the database of contacts.

Event Management:

- Working with the Executive Director, plan, scope, budget and implement the BPB public events liaising with and briefing all parties including: the Event Co-ordinator (where appointed), speakers, technicians, interns and stewards.
- Operate as the BPB point of contact for all events ensuring effective communication with all involved.

General Requirements:

- Contribute to the development of a professional working and learning environment within an organisation committed to continuous improvement.
- Contribute to the organisation's understanding of diversity and its implications for the arts and to ensure that this understanding informs all the organisation's activities.
- Ensure adherence to the organisation's policies and procedures within particular reference to Equal Opportunities and Health and Safety. Monitor targets set regarding access and diversity of representation.
- Provide excellent customer care in dealing with the public
- Represent BPB in the absence or unavailability of a more senior member of staff or a Trustee.
- Work in a flexible manner in line with the organisation's corporate objectives and role and be willing to undertake other duties as reasonably requested by the Executive Director or the Board.
- Adhere to BPB's key aims and values throughout your work and act as an ambassador for the organisation in the course of your work.

The General Manager may from time to time be required to work at weekends or in the evenings. Time off in lieu will normally be offered. Travel expenses incurred (except to and from the office) in carrying out tasks for the organisation will be reimbursed on a monthly basis.

As a newly configured position, it is anticipated that the role will develop over time, and a review of this Job Description will take place after the first six months.

PERSON SPECIFICATION

We are seeking a unique person with experience of working in a small organisation, preferably in the visual arts, who is able to demonstrate enthusiasm and a willingness to help deliver this exciting and challenging project. You will have a proven track record of financial management and basic accounting and of managing an efficient and welcoming office, with experience of setting up office systems. You will have excellent communication skills and enjoy working in collaboration with a wide range of people and public bodies.

This is a key post and is vital to BPB's ambitions to be a Biennial of international standing.

The ideal candidate will be able to demonstrate the following qualities:

Person Specification

	Essential	Desirable
Knowledge	<ul style="list-style-type: none">• Knowledge of routine office systems and procedures.• Working knowledge of a broad range of IT applications.• Proficient in Word, Excel spreadsheets and databasing. Some knowledge of websites would also be advantageous, as would familiarity with Sage or Mind Your Own Business.• Experience of setting up and maintaining office systems, including computer networks, filing systems and accounting systems.• Awareness of diversity issues and commitment to equality of opportunity.	<ul style="list-style-type: none">• Awareness of the work of UK publicly funded visual arts organisations.• Relevant working experience in office administration and financial management.• Interest in the work of Brighton Photo Biennial and contemporary photographic practice.

Experience	<ul style="list-style-type: none"> • Basic book-keeping experience including petty cash etc and proven financial management skills. • Previous experience of planning and managing budgets. • A proven track record of efficient office management. • Experience of office and administrative systems. • Experience of relevant software programmes. • A proven commitment to equality of opportunity. • Experience of working in a customer-focused business environment. • Experience of working as part of a small team is essential, as is the ability to work under your own initiative, to multitask and to prioritise a complex workload. 	<ul style="list-style-type: none"> • Experience of working in the arts, local government or the voluntary sector. • Experience of working with funding bodies. • Some marketing experience would be desirable. • Experience of some event management is desirable. • Experience of planning and monitoring complex timetables. • A track record of supervising volunteers and other staff would be preferable.
Qualifications / Training	<ul style="list-style-type: none"> • Educated to degree level standard or equivalent. • Must be literate and numerate. • Word processing skills. • Ability to create and manage complex budgets. • A sense of enjoyment in your work is essential and the ability to retain a sense of humour under pressure. 	<ul style="list-style-type: none"> • Relevant word-processing qualification. • Relevant book-keeping or financial management qualification. • Educated to BA Hons level in visual arts related subject either academic or practice based e.g. Arts History / Critical/Theoretical Studies, Visual Arts, Photography. • Qualified in arts management.
Skills	<ul style="list-style-type: none"> • First rate organisational skills. • Excellent verbal and written communication skills with an emphasis on consistently high standards, brevity and clarity. • Copy editing and proof reading skill and experience. • Proficient word processing skills. • Proven administrative and organisational skills and attention to detail. • Ability to juggle multiple priorities effectively. • Resilience within a busy environment. • The ability to co-ordinate / manage others. • The ability to work independently and as part of a team. • Ability to work on one's own initiative and prioritise a complex range of tasks without supervision. • Ability to respond appropriately 	

	<p>in person and on the telephone with a wide range of constituencies.</p> <ul style="list-style-type: none"> • IT skills and familiarity with software packages, including word processing, spreadsheets, databases, email and web technologies. • Willingness and availability to work flexible hours. 	
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Outlook

	Essential	Desirable
Perspective	Demonstrates interest in Brighton Photo Biennial and in the external photographic and arts community: looks beyond own role.	
Managing Information	Actively extends the quality, relevance and distribution of information.	
Solving Problems	Analyses and solves problems and makes timely and informed decisions.	
Partnerships		Promotes partnerships that exemplify good practice.
Engaging and motivating	Thinks and acts in ways that encourage others to participate willingly.	
Teamworking		Grasps what makes teams work well, and functions effectively in them.
Personal Learning		Understands own strengths and weaknesses and is committed to personal learning and development.
Alignment, focus and planning	Focuses own role on the needs of the organisation, decides priorities and plans how to achieve them effectively.	
Communication	Conveys information effectively to internal and external audiences.	
Change	Embraces sound new initiatives while retaining relevant current approaches.	
Taking responsibility	Takes responsibility for own actions and outcomes.	
Achieving results	Focuses actively and delivers as promised.	

Summary of terms and conditions

Salary: £18,000 pa paid in monthly instalments in arrears.

Contract: This is a full-time position, and permanent subject to successful completion of the three months Probationary Period.

Annual Leave: 22 days per annum. You will also be entitled to Bank Holidays. In addition, the office is closed during the period between Christmas and New Year.

Probationary Period: 3 months

Notice Period: 1 month

Location: The post is based at Brighton Photo Biennial offices in the University of Brighton, Grand Parade, Brighton, BN2 OJY

Hours of work: Hours of work will inevitably vary according to the nature of the workload particularly in the period leading up to and during the Biennial, but generally will be a minimum of 37 hours per week, Monday – Friday, 9.30am – 5.30pm. Additional hours may occasionally be required as necessary for the successful performance of the job, overtime payment is not available although some time off in lieu will be given up to a maximum of 2 days a month agreed in advance with the Executive Director.

Expenses: Expenses will be reimbursed (where receipts are provided) when you are required to travel in the course of your job.

Professional Development: The Biennial is an organisation that values continuous improvement and supports staff development opportunities through training (when this is feasible and is congruent with individual and organisational need) and professional development, for example, maintaining specialist knowledge through attending inter/national photographic events providing comparators to the Biennial.

To apply: Complete the job application form and send in an envelope marked 'General Manager' to Jen Sanders, Administrator, Brighton Photo Biennial, University of Brighton, Grand Parade, Brighton BN2 OJY by **5pm Monday 13 July 2009**. Also please complete the separate equal opportunities monitoring form and send it in a separate envelope marked 'Monitoring' to Jen Sanders as above.

CVs will not be accepted and we regret that we cannot enter into any detailed discussion of the job.

Interviews will take place on **Wednesday 29 July 2009**.

Please assume if you have not heard by Wednesday 22 July 2009 that you have been unsuccessful on this occasion.

Brighton Photo Biennial aims to be an equal opportunities employer.

The job will commence September 2009.

Full details of conditions of service in the form of a contract will be provided on appointment.