



May 2011

Vacancy for Centre Director, Courtyard Arts, Hertford

Background

Courtyard Arts is a charity founded in 1997 with the mission "To be a launch pad for everyone in the community to reach their artistic potential." We are the leading visual arts centre in Hertford and have an excellent reputation for art in the community.

The centre is a converted stable block in Port Vale and offers a broad programme of cultural and educational activity along with a bespoke contemporary gallery. There is also a gift shop, a small café and two artists' studios as well as a sculpture garden and some allocated parking.

We are looking to recruit a Centre Director to continue leading the exciting programme that has been established over the past years. Candidates should have management experience, ideally in the arts and/or galleries. The successful candidate will have strategic vision and excellent people skills. He/she will be responsible for motivating tutors, volunteers, the Centre Administrator and the Project Development Manager. He/she will be organised, creative, dynamic and a friendly first point of contact for strategic partners and customers.

Responsibilities

Delivery of the strategic plan and vision for the Centre

Initiation of new ideas and projects

Management and delivery of the marketing and education programme

Management of the Centre Administrator, Project Development Manager, volunteers and tutors, including recruitment when required

Fostering local partnerships for delivery of community projects

Responsibility for day-to-day financial matters and applications for appropriate funding

Weekly paid hours: 14

£11-15 per hour (dependant on experience)

Reports to the Trustees

Contract: one year with a 6-month review

Application deadline: 6th June 2011. Candidates should apply in the first instance to Corrina Dunlea at the address below with a current CV.

Interviews will take place w/c 13th June