



Visual Arts Manager

Wexford Arts Centre delivers a high quality contemporary visual arts programme which includes exhibitions and workshops as part of its mission to deliver a vibrant and inspiring arts programme in Wexford County and is currently seeking applications for a Visual Arts Manager for maternity leave cover November 2011 to June 2012).

The Visual Arts Manager will report to the Executive Director and will be responsible for the following:

- Administration and coordination of exhibition programme including:
- Liaising with artists on the installation and curation of exhibitions and if required, issuing of contracts;
- Liaising with Wexford Arts Centre's technical staff to ensure smooth running of the exhibition programme;
- Arranging transportation and insurance for artworks while they are on display at Wexford Arts Centre;
- Collating and writing of all press material for dissemination;
- Designing and disseminate hardcopy and e-invites, and design adverts when necessary;
- Monitor and adhere to visual arts programming budgets;
- Plan and manage openings and exhibitions talks as required liaising with box office /café / technical management;
- Undertake general correspondence and submission review of artist proposals, and if necessary compile listings for forthcoming programme of exhibitions;
- Administration and coordination of InSight Wexford Arts Centre's education programme including:
- Liaise with artists on the content of the workshops;
- Liaise with community organizations and funding bodies on the devising and delivery of both the in-house and outreach programme;
- Coordinate, manage and evaluate workshop programmes on an ongoing basis;
- Issue press releases and design promotional materials for workshop programme;
- Research and secure funding for various workshops within the education programme;
- Oversee income and expenditure reports, and compile financial reports to funding bodies as appropriate;
- Present talks on the exhibition programme to school groups and the general public when required;
- Administration and coordination of the Emerging Visual Artist Award in partnership with Wexford County Council.

Reports to: Executive Director

Candidates shall:

- Hold a degree in visual arts or arts management and/or have a minimum of two years visual arts management experience;
- Have strong interest in the promotion of Contemporary Visual Arts
- Have excellent written and verbal communication skills and public speaking skills may be required for public talks/openings;
- Excellent management, delegation and supervision skills;
- Ability to work on own initiative and in a team
- Strong multi task skills;