



LANDMARK ARTS CENTRE

JOB DESCRIPTION: ARTS CENTRE MANAGER, LANDMARK ARTS CENTRE, TEDDINGTON

- To be responsible for the management of the Landmark Arts Centre as a venue for the visual arts, music and dance and for education programmes
- To build on the progress the Landmark has made in creating a programme of events that directly serves the local community and is valued by it
- To be responsible for the delivery of the year-round programme at the Landmark, paying special attention to our flag-ship arts fairs and education programmes
- To implement our new three year strategy and medium term programme plans. Later to recommend to the board how those strategy and plans might be updated
- To manage and motivate the Landmark's staff team (one full time, two part time employees plus several free lance contractors and class leaders)
- To recommend a varied programme of performing arts events, taking special note to programme those events designed both to be especially effective in this unique space and to generate income
- To undertake the seamless and robust co-ordination of practical arrangements, including ticket sales, contracts, licensing and the welfare of visiting artists
- To be responsible for public relations and marketing in order both to earn revenue and to develop the reputation of the Landmark Arts Centre both as a venue and as a service to the local community. Importantly, the Arts Centre Manager will be responsible for the Centre's own publications and, where necessary, for liaison with the media



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- To be responsible for managing the Centre's operating budget, exercising prudent financial control over day to day expenditure. In this regard the Arts Centre Manager will work closely with the Finance Director
- To be responsible for overseeing the maintenance and development of the Centre's IT systems
- To oversee and develop the Centre's two membership schemes for individuals and for businesses
- Together with members of the Board of Directors, to attract sponsors, to assist in the development of a major fundraising activities and to develop and build on partnerships with a variety of external organisations with whom the Landmark works
- In collaboration with relevant members of the board and external advisers, to be fully involved with the maintenance and development of this special Grade 11* listed building and its facilities
- Recruit, train and retain a body of volunteers to help maintain and support an active programme of events