

## **Turner Contemporary - Gallery Manager**

**Job title:** Gallery Manager

**Contract Type:** Permanent

**Reports to:** Director of Business and Operations

**Hours of work:** 5 days per week

**Salary:** £40,000.00 per year.

**Place of Work:** Turner Contemporary, Rendezvous, Margate, CT9 1HG.

**Deadline:** 10am on Monday 29<sup>th</sup> September

The Gallery Manager oversees the practical and technical aspects of exhibition delivery at Turner Contemporary and the day-to-day management of the building and its facilities. As such, the manager is a key member of the Turner Contemporary Programming Team.

The Gallery Manager works to oversee all aspects of estate management. The role ensures the building meets the highest presentation standards, fulfils all health and safety obligations in our duty of care to visitors and staff, and operates efficiently and cost-effectively. In particular, the post collaborates across all departments in the gallery to realise our on-site activity with full consideration for public engagement, access, and interpretation.

The role focuses on health and safety within the galleries, in addition to ensuring the safety of artworks and establishing protocols for each exhibition. The role will further seek to support new income streams relating to building use or technical services and the gallery's ambition and vision.

The post manages a Senior Technician (4 days p/w) and Building Maintenance Coordinator (5 days p/w). The Senior Technician maintains the pool of freelance technicians, oversees grounds maintenance teams to ensure exceptional building presentation. The Building Maintenance Coordinator ensures the building maintenance operations are delivered by carrying out regular assessments and checks and working with external contractors to deliver repairs.

Turner Contemporary  
Rendezvous  
Margate  
Kent CT9 1HG

T +44 (0)1843 233000  
F +44 (0)1843 233029

[turnercontemporary.org](http://turnercontemporary.org)

## **Key tasks and responsibilities:**

### **Exhibition and Programme Related**

- Plan, manage and execute exhibition installations in galleries and off-site locations, including coordination of freelance technicians, contractors, material procurement, and equipment specification.
- As part of the Programming Team ensure exceptional installation and presentation standards, including liaising with artists when necessary.
- In consultation with the Exhibition Manager and relevant Budget Holder, manage exhibition installation and fabrication budgets, participate in budget planning meetings, and conduct quarterly forecasts.
- Ensuring that projects are delivered within the specified budget, through efficient forecasting, project planning, and budget administration.
- Liaise with Exhibition Manager on the scheduling of the collection and return of artworks on loan to exhibitions and commissions.
- Provide information, as required, to the Exhibition Manager to facilitate conversations with exhibition tour partners.
- Maintain and document environmental conditions to meet requirements for artworks on loan from external institutions. Serve as technical point of contact for visiting couriers and conservators to ensure safe and best practice installation of loaned artworks.
- Support technical aspects of learning programmes and artist residencies, ensuring adequate technical staffing for all activities.
- Oversee exhibition installation health and safety, including risk assessments and method statements.
- Coordinate with the Front of House team to ensure proper artwork security protocols and staff training.
- Bring and grow a network of contacts to enhance the ability to efficiently realise Turner Contemporary's programme, inclusive of maintaining a pool of freelance art handling technicians.
- Work sustainably, innovatively, and collaboratively to develop and research solutions to reduce Turner

Contemporary target carbon emissions in line with its institutional commitment to reduce its carbon impact.

## **Building & Facilities Management**

- Work collaboratively with the Director of Business and Operations, to oversee premises security, safety compliance, and building operations, maintaining high standards with support from cleaning teams, contractors, and technical staff.
- To assist in the development and implementation of a comprehensive estate strategy, including planned maintenance programs for the long-term preservation of the building, building improvements, and any future capital projects.
- Manage our relationship with Kent County Council, the building's owner, to ensure proactive maintenance and long-term stewardship of the site.
- Monitor and maintain all facility systems and equipment (HVAC, lifts, etc.) daily with Facilities Contractors, addressing maintenance issues promptly.
- Manage relationships with contractors and service providers, ensuring value for money and quality of service.
- Develop, maintain, and update Health and Safety documentation, risk assessments, and procedures for premises and galleries.
- Report on sustainability metrics, currently we use Julie's bicycle

## **Operational & Financial Management**

- Manage estates and facilities budgets, including forecasting, cost control, and maintaining comprehensive asset registers and maintenance schedules.
- Support the Maintenance Coordinator with managing external maintenance contractors.
- Develop environmental initiatives and sustainability improvements, including carbon reduction strategies.

### **Technical & Commercial Support**

- Manage workshop and technical storage areas, ensuring equipment safety, proper storage, and restricting workshop access to trained personnel only.
- Collaborate with the Commercial and Events Manager to maximise building usage for hires and revenue generation, coordinating technical support and event setup with café and

front of house teams.

- Liaise with café operations regarding facilities requirements and maintenance schedules.

## General Responsibilities

- Embody Turner Contemporary's values of inclusivity, creativity, and accessibility
- Participate in staff meetings and contribute to wider organisational discussions
- Support special events, including exhibition openings, book launches, and promotional activities
- Maintain awareness of health and safety regulations and ensure compliance
- Undertake additional responsibilities as required to support the successful operation of Turner Contemporary Enterprises

## Selection Criteria:

Criteria:	Essential:	Desirable:
<b>Qualifications:</b> <ul style="list-style-type: none"> <li>• First Aid</li> <li>• Drivers License</li> </ul>	x x	
<b>Work Experience:</b> Proven track record in managing exhibition builds and programme delivery  Experience of building/estate management within a public setting  Experience working with Artists and their studio or gallery representatives to support logistical needs	x  x  x	

Strong leadership capabilities with the ability to bring together teams of freelancers and subcontractors to deliver exhibition and maintenance delivery.	x	
Demonstrable budget and resource management experience	x	
Strong understanding of Health and Safety regulations relating to public spaces	x	
Strong understanding of COSHH regulations and implementation in a facilities context.	x	
Experience in negotiating and managing contracts related to building maintenance and wider facilities services.	x	
<b>Skills:</b> Excellent project manager with the	x	

ability to collaborate across multiple teams		
Strong interpersonal skills with the ability to communicate and negotiate with a wide variety of stakeholders	x	
Highly organised with strong scheduling and administrative abilities, adept at managing competing priorities and coordinating complex timelines.	x	
Outstanding planning and delivery skills with ability to fulfill outcomes to deadlines and budgets.	x	
Excellent and proactive problem solving skills with ability to troubleshoot solutions unique to the gallery site.	x	
Experience using 3D Modelling software, AV, and digital film software tools such as SketchUp,		x

AutoCAD, Adobe Premiere Pro and Photoshop.		
<b>Personal Qualities:</b>		
Ability and willingness to work out of hours to facilitate building management, installation, maintenance and de-installation processes.	x	
Established network of contacts in the field of production	x	
A well-developed understanding of issues involved in the build, production and presentation of art works in a public space, including operation and ongoing maintenance	x	
Professional and positive attitude	x	
Awareness of issues of inclusion and diversity as they affect the work of public galleries	x	

--	--	--