

# timespan

## Timespan Director/Curator

### INFORMATION PACK

Deadline: 17 Jan 2022

Timespan's Board of Directors are seeking to appoint a new Director/Curator to lead and manage the work of Timespan in Helmsdale, and to continue the excellent work of our previous Director, Sadie Young. We are an equal opportunities employer and would welcome applications from underrepresented groups.

**Remit:** To manage, lead and drive forward the organisation, working with both the board and the team in the strategic planning and delivery of the continuing sustainable growth of Timespan.

**Reporting to:** Chair/Treasurer, on behalf of the Board of Directors

**Salary:** £30,000 - £39,000 per annum pro rata (commensurate with experience)

**Hours:** 4-5 days per week negotiable

**Location:** Timespan, Helmsdale

**Application:** Deadline, 12MD Monday **17 January 2022**

Interviews will be held on Zoom, date to be confirmed, and will include an assessment and a presentation. Applicants who are successful in this first round will be invited to 2<sup>nd</sup> interview that will be held in person in Timespan.

### Background

Timespan is a cultural organisation in Helmsdale, Sutherland. We provide a high quality venue with a museum, contemporary art gallery, archive, workshop space, shop and cafe. We offer a rich cultural programme of events and activities for the 15,000 people from near and far who visit us every year.

Established in 1986, Timespan has developed from a community heritage enterprise to a multi-award-winning creative development hub. We believe in new ideas and creative exchange, in access to excellence, in adding value, in promoting education and facilitating vibrant community dialogue. We aim to challenge perceptions of what can be delivered by a cultural organisation rooted in the distinctive but fragile socio-economic ecology of this large, rural and remote area.

Our mission: Timespan is a meeting place between our past, our present and our future.

Timespan is a mature organisation with a high quality programme which has achieved much recognition and gained national awards over the last years, culminating in being a finalist for the Art Fund Museum of the Year 2021.

Our key aims for the coming period are:

- to concentrate on research driven programming leading to excellent exhibitions and activities that integrate heritage and arts on a cross-disciplinary level;
- to bring artists, researchers and other professionals from all around the world to Helmsdale to create a vibrant discourse in our remote location;
- to update our building, and to maintain and revisit its collections.

We are looking for a motivated and experienced individual who has an affinity for and understanding of our location and our current vision to lead Timespan into a sustainable future.

## **Responsibilities of the Post**

### Strategy

- To develop and implement the organisation's strategy – through the business plan and project plans in consultation with the team, board, committees, stakeholders and the local community
- To present these proposals, plans and reports to the board for discussion and approval

### Programme Delivery

- To continue to develop a progressive, research driven programme to underscore, inspire and inflect all aspects of Timespan's activities, so creating an ambitious and inclusive programme for all.
- To further our international programme focus

### Finance & Fundraising

- To identify and raise funds and other financial support for core activities and projects
- To have operational control of budgets and finance procedures, with general reports presented to the board.

### Marketing

- To ensure that our programme and the aims of the organisation are clearly communicated with others
- To oversee and quality control all external communications and marketing
- To extend Timespan's digital development

### External Relations

- To build on Timespan's good reputation with the community and regional, national and international audiences and partners
- To develop new partnerships that enhance Timespan's programme and areas of work
- To liaise with stakeholders and funders to meet the terms of their investment and generate new opportunities where possible
- To submit reports in a timely manner and maintain good communication with external partners and funders

### Day-to-day running of the Organisation

- To ensure effective grant compliance
- To oversee day to day operation of Timespan
- To line manage Finance/Shop Manager, Digital Heritage Curator, Youth Co-ordinator, Design and Comms Manager, Cafe Manager
- To motivate and support team members as required. This includes leading team appraisals, review training needs and instigate disciplinary / grievance procedures where relevant
- To nurture and strengthen the generous, inclusive, transparent team culture that exists among employees and volunteers
- To ensure all personnel comply with organisational practices and procedures, with Health and Safety Regulations and with organisational policy
- To assess and address the ongoing maintenance needs of the building and the organisation's assets
- Taking reasonable care for the health and safety of self and others in the workplace in accordance with the Health and Safety at Work Act 1974

### Reporting and evaluation

- To provide timely and accurate reports to the Board.
- To monitor and evaluate all work against set measures.
- To implement evaluation techniques to ensure activities are in line with our strategy.

## Personal Characteristics

- A self motivator, with the ability to motivate others.
- A person with an overview and long term aims, as well as good attention to detail.
- A natural, generous leader with an excellent understanding of people's needs.
- A positive, open attitude and a proactive working style.
- An excellent problem-solver.

## Experience

### Essential:

- Educated to degree level or proven relevant experience.
- Significant and demonstrable curatorial experience
- Have an enthusiasm for heritage and history.
- Have previous experience of research based contemporary arts practices and in programming cultural work from across the arts and heritage.
- Programming at local, national and international levels.
- Track record of successful fundraising.
- Ability to demonstrate strategic planning, visioning and target setting.
- Leadership and team management skills.
- Have excellent organisational skills including the ability to plan effectively and work to tight deadlines.
- Show a clear, fluent communication style (oral and written), with appropriate tone.
- Good interpersonal skills with the ability to influence others and develop good working relationships with a wide range of people.
- Show strong analytical skills and sound judgement with the ability to balance individual needs with the principles of Timespan policy and propriety.
- Excellent IT skills including Office and Adobe Suite
- Working with external stakeholders and partners.
- Show an understanding of the issues surrounding rural / remote communities
- Willingness to live and work in this context.

### Desirable:

- Post-graduate qualification that complements Timespan's focus and programme
- Track record of leading cultural programmes
- Existing network in the cultural sector
- An understanding of Helmsdale's small village context
- Experience of working in a similar environment.

### Support:

The training and development plan tailored to the individual's needs is updated as part of the annual appraisal. Timespan offers additional support and training opportunities on a regular basis.

**Because of the changing nature of our business your job description will inevitably change. You will, from time to time, be required to undertake other activities of a similar nature that fall within your capabilities as directed by management.**

Your application should include

- A cover letter not exceeding 2 A4 pages stating your interest in and suitability for this position. We would be interested to see a brief outline for your vision for Timespan and this would include visual documentation of prior curatorial projects.
- A completed application form.

Please send your application to Alison MacDonald – [board@timespan.org.uk](mailto:board@timespan.org.uk) – by the above deadline.