

# Turner Contemporary

Appointment of Deputy Director

September 2022



# The role

Turner Contemporary is currently seeking a Deputy Director to support Director Clarrie Wallis and her team, and take the lead on managing the Gallery's finances, administration and resources.

Our ideal candidate will be someone with a passion for contemporary visual arts, together with a proven track record of Financial Management, entrepreneurial and adventurous leadership, together with experience of providing strategic insight and analysis to support ethical, efficient and effective business development.



The Deputy Director will promote a culture and environment which is trustworthy, collaborative, inclusive and creative, establishing positive relationships with colleagues, artists, audiences and a wide range of regional, national and international stakeholders. This role will provide an opportunity for the right person to help steer Turner Contemporary into the future as a fair, modern, future-focused organisation.

The Turner is currently working a hybrid office/homeworking arrangement but would expect the Deputy Director to live in, or within easy commuting distance of, the Gallery. Relocation expenses may be payable.

## Role description

### Deputy Director

#### SALARY

£60–65k, dependent  
upon experience

#### Reports to Director

Responsible for  
Finance, Retail,  
Operations, Development  
and Security Teams

#### CONTRACT

Full-time, Permanent  
Flexible working

## Main Purpose of role

As a Senior Finance person, the Deputy Director works closely with the Director and Senior Management Team and is responsible for the strategic direction and business planning for Turner Contemporary as well as for the effective internal operation of the gallery, embracing its financial, administrative, facilities, personnel, IT, and legal functions.

The post holder has executive responsibility for the development and delivery of all aspects of the Business plan and Arts Council England's National Portfolio funding agreement, monitoring all Key Performance Indicators. The Deputy Director works with the Director and senior management team, shaping a sustainable future for the Gallery, maximising income generation and reducing environmental impact.





## Tasks and Responsibilities

### Financial Management and Budgets

- Take lead responsibility of all aspects of fiscal management and administration of the organisation, ensuring clear audit trails, budget adherence, effective cost control and ensuring that annual income targets are achieved.
- Work with the Director to set and manage annual and multi-year budgets and financial resources, with overall responsibility for reporting on all finance matters to Board of Trustees.
- Oversee the work of the Finance team, ensuring that bookkeeping systems and accounting records are maintained accurately, together with the production of monthly management accounts, including forecasts and variance analysis for the Director and Board of Trustees.
- Ensure that Turner Contemporary bank accounts are effectively managed and administered, that bank reconciliations and cash flow forecasts are produced correctly and on time and oversee the Gallery's investments.
- Take overall responsibility all trading activity across the gallery including the shop and other retail activity, venue hires, café, and Turner Contemporary products.

- Oversee the preparation of end of year accounts and annual reports in compliance with the Charity Commission, HMRC and Companies House and oversee the annual audit.
- Ensure the Gallery's long-term investments are managed effectively.

### Strategic Planning

- Work closely with and support the Director (who leads on artistic direction) and Trustees, in the planning and delivery of financial and operational aspects to ensure that Turner Contemporary achieves the full potential to maximise income generation and raise the profile of the organisation to reach its audience targets.
- Take executive responsibility for development and delivery of the business plan including planning, monitoring, income generation, fundraising, operations, and stakeholder management in line with the gallery's vision, mission, aims, objectives, and strategies.
- Take responsibility for implementing an effective evaluation framework for internal review and external reporting to stakeholders and funders.
- Ensure that Diversity, Equity, anti-racism, and Inclusion are at the heart of the organisation, and that Turner Contemporary is a diverse anti-racist organisation with these objectives actively pursued in every area of the organisation.



## **Governance**

- Ensure that the legal responsibilities of Turner Contemporary are met with regard to the Charity Commission regulations, Governance, Employment, Health & Safety and Equalities legislation, taking legal advice as and when necessary.
- Assess all potential and actual risks and liabilities and ensure that appropriate mitigating actions are in place, including all necessary insurances.

## **Operations and Administration**

- Oversee the day-to-day management of facilities and building function at Turner Contemporary, including liaising with Kent County Council, who owns the building, and ensuring that Turner Contemporary's assets and resources are fully insured and that public liability insurance is current and reflective of organizational need.
- Take responsibility for the organisation's IT systems, ensuring adherence to data protection laws and GDPR.
- Oversee gallery procurement, ensuring that processes are conducted in accordance with contract procedures and the achievement of best value.
- At executive level take responsibility for Health & Safety compliance.
- Update and monitor the organisation's risk register, reporting quarterly to the Board of Trustees.
- Ensure that Turner Contemporary's environmental impact is reduced, year-on-year, in accordance with agreed and regularly reviewed targets.

## **Capital Works**

- Be part of the project team for any capital development works, acting as project manager for the organisation.

## **Fundraising and Stakeholder Supervision**

- Work with the Director, development team and other staff to develop relationships with a diverse range of sponsors and supporters, to allow the organisation to meet its artistic and organisation aspirations.
- Provide financial information to support the Development team make funding applications to Trusts, Foundations, International Government/Agencies, and to service the needs of the organisation's revenue funders.
- Ensure that all donations are processed correctly and in accordance with the organisation's ethical fundraising policy, providing accurate financial reporting for funders.

## **HR**

- Work with the Director and Turner Contemporary's HR Consultant to plan and develop Turner Contemporary's staff structures, training and remuneration policies that engender a positive working culture.
- Line manage Head of Retail, Finance Manager, IT & Facilities Manager, Office Manager.



## General

- Support the Director in building the organisation's profile amongst local, regional, national and international funders and decision makers, and to ensure that the organisation is included on all relevant artistic, cultural, political and regeneration agendas.
- Be an advocate and effective representative of the Gallery at private views, previews, or other evening and weekend events.
- Undertake other duties as required by the Director, commensurate with the level and nature of the role.



## Person specification

### Essential

- Finance qualification ACCA, CIMA or substantial equivalent knowledge and experience.
- Demonstrable experience in the accurate presentation and interrogation of management and statutory accounts, setting of budgets, budgetary management and control, VAT returns, restricted funds accounting, Charity Commission regulations.
- At least 3 year's experience in a senior management role within a similar sized organisation.
- Experience of managing complex budgets across multiple areas and departments.
- A high level of computer literacy, including use of Microsoft Word and Excel.
- Evidence of planning and prioritisation skills.
- An understanding of, and commitment to, equity, diversity and inclusion, and environmental sustainability.

### Desirable

- Experience of working in the charity and cultural sectors.
- Experience of IT systems management.
- Passion for contemporary visual art.
- Some knowledge of national arts policies, networks, and trends.
- A knowledge and understanding of Margate and the surrounding areas.

**The closing date for applications for this role is noon on Monday 31st October**

If you would like to be considered for the role please send us the following:

- A supporting statement which details your experience to date, addresses how you meet the expectations within the person specification and how you would contribute to the development and culture of Turner Contemporary.
- An up-to-date CV.
- Contact details for two referees, one of whom should be your current or most recent employer. An offer of employment will not be confirmed without two satisfactory references, however we will not make direct contact with them without seeking your permission first.
- Confirmation if you identify as disabled. As a Disability Confident employer we will offer an interview to all disabled applicants who meet the essential criteria within the person specification.

Completed applications should be submitted to [applications@turnercontemporary.org](mailto:applications@turnercontemporary.org) by the closing date, clearly stating in the email subject 'your name – application for Deputy Director' Upon receipt of your application we will send you a link to our equality monitoring form with your acknowledgement. The information on the equality form will be treated as confidential, stored anonymously, and used for statistical purposes only. The completed form will not be treated as part of your application.

Interviews will take place on **Wednesday 9th November**.

If you are shortlisted for the position you will be contacted to arrange an interview time at least one week prior to this date.

If you require any further information about this recruitment process, need additional information about the role, or would like to discuss your access requirements please email our HR Consultant at [jhoward@turnercontemporary.org](mailto:jhoward@turnercontemporary.org).

Audio described, dyslexia friendly and plain text formats are available on our website. Please visit [www.turnercontemporary.org/about/vacancies](http://www.turnercontemporary.org/about/vacancies) to access these.

