

# Turner Contemporary

Appointment of  
Director of Business &  
Operations

May 2023



# The role

Turner Contemporary is currently seeking a Director of Business & Operations to work with the Director to ensure the successful management and operational running of the gallery through the provision of effective processes and systems for Finance, Commercial, Legal, Human Resources, Operations and IT Management.



The Director of Business & Operations 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 to help steer Turner Contemporary into the future as a fair, modern, future-focused organisation.

**Role description**

Director of Business & Operations

**Salary**

c. £60k, dependent upon experience

**Reports to**

Director

**Responsible for**

Finance, Commercial, Legal, Human Resources, Operations and IT

**Contract**

Full-time, Permanent

Turner Contemporary operates a Hybrid Working Policy

**Main purpose of role**

You will work closely with the Director and Strategic Leadership Team and will be responsible for the effective internal operation of the gallery, embracing Finance, Commercial, Legal, Human Resources, Operations and IT.

You will also act as Company Secretary.

You will help to uphold and further develop the organisational culture which supports a diverse and productive team.



# Tasks and Responsibilities

## Strategic Planning

- Work closely with and support the Director (who leads on artistic direction) and Trustees in the planning and delivery of all 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 KPI 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.
- 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.

## Commercial

- Take overall responsibility on all trading activity across the gallery including the shop and other retail activity, venue hire, café and Turner Contemporary products.

## Financial Management and Budgets

- Take lead responsibility on all aspects of financial 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 the 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.
- 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.



## **Governance**

- The Director of Business & Operations acts as Company Secretary.
- Assess all potential and actual risks and liabilities and ensure that appropriate mitigating actions are in place, including all necessary insurances.

## **Operations and Administration**

- Maintain overall control of facilities and building management, ensuring that insurances are reflective of organisational need.
- Ensure that all IT and data systems are optimised and legislatively compliant.
- Oversee gallery procurement, ensuring that processes are conducted in accordance with contract procedures and the achievement of best value.
- Take overall responsibility for Health & Safety compliance.
- Ensure that Sustainability is prioritised and appropriately incorporated into all aspects of gallery operations.
- Be part of the project team for any capital development works, acting as Project Manager for the organisation.

## **Fundraising and Stakeholder Supervision**

- Work collaboratively with the Development department to ensure the provision of accurate information in support of funding applications and funder reports to allow the gallery to meet its artistic and organisational targets.

## **HR**

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

## **General**

- Support the Director in building the organisation's profile amongst local, regional, national and international funders and decision makers to ensure 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

- Strong financial and business acumen, with a successful record of driving improvement.
- Strong entrepreneurial flair to develop a business to be both resilient and sustainable.
- Experience of HR and Management processes and a working knowledge of HR best practice.
- 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 and Charity Commission regulations.
- Experience working in the charity and cultural sectors.
- Good working knowledge of Charity Law.
- Experience of working to a Board of Trustees.
- Staff management experience.
- Experience of managing budgets across multiple areas and departments.
- Experience of IT systems and management.
- 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, anti-racism and Inclusion, and environmental sustainability.

### Desirable

- An accounting qualification is not a requirement for this role, however given the meaningful financial dimension it would be considered an advantage.
- A passion for contemporary visual arts.
- 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 19 June.**

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 Director of Business & Operations'.

We would appreciate it if you could also complete the equality monitoring form which can be found here: <https://forms.microsoft.com/e/gegAtCw5h9>

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

Interviews will take place on **Thursday 13 July**.

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 <https://turnercontemporary.org/about/jobs-and-opportunities/> to access these.

