



Commissioning & Production Manager (House of Voltaire)

Studio Voltaire, London

£ Competitive + Performance related bonus

4-5 days per week (flexible for the right candidate)

About Studio Voltaire

Studio Voltaire is one of the UK's leading not-for-profit arts organisations. Our pioneering public programmes of exhibitions, participation projects, live events and off-site commissions have gained an international reputation.

Studio Voltaire has an outstanding track record of supporting artists at a pivotal stage in their careers. We champion emerging and under represented artists, placing great emphasis on risk-taking and experimentation, allowing us to offer an alternative and agenda-setting view of contemporary art.

Studio Voltaire is a registered charity and part of Arts Council England's National Portfolio. Our exhibition, participation and events programmes are fundraised for in their entirety through the kind patronage of individuals, sales of our renowned limited edition works and funding from charitable trusts and foundations.

Studio Voltaire has recently launched a transformative £2.3 million capital project to create more artists' studios, renovated exhibition space and new public spaces, including a dedicated learning space, public garden, café and the first-ever permanent House of Voltaire. Studio Voltaire's Clapham site will close to the public for a period of twelve months from Autumn 2019, during which time a year-long programme of offsite commissions, projects and events will be presented ahead of the newly renovated Studio Voltaire opening to the public in Autumn 2020.

About House of Voltaire

House of Voltaire commissions and sells unique artworks, limited edition works and specially-commissioned homewares, clothing and accessories by leading and emerging contemporary artists and designers. Every work sold through House of Voltaire directly supports Studio Voltaire's exhibition and learning programmes. Drawing inspiration from influential artist's shops including Keith Haring's Pop Shop and the Bloomsbury Group's Omega Workshop, House of Voltaire redefines the way in which our global audience engages with and purchases art and design.

Special international presentations have occurred in interim years, including House of Voltaire Miami and House of Voltaire Melbourne. More recently, House of Voltaire has launched special solo projects with artists including Jeremy Deller and John Booth.

About the role

This is an exciting opportunity to commission and produce artworks, editions and special products.

The Commissioning & Production Manager (House of Voltaire) is responsible for overseeing the commissioning and production of artworks, editions, merchandise and products with leading international contemporary artists and designers.

The upcoming Capital Project provides unique opportunities to develop the organisation's commercial strategy and income generation. These include the production of specific fundraising editions for the project, leading on special offsite interim projects while our Clapham site is closed, and the establishment of the first-ever permanent House of Voltaire store.

The desired individual will be a detail oriented, dynamic and proactive manager with excellent communication skills. They will be able to demonstrate an informed interest in contemporary art and the wider field of the creative industries, with a particular knowledge of the contemporary art world both in London and internationally.

Application Procedure

To apply for this position candidates must email a full curriculum vitae with covering letter outlining your interest in the role and details of all relevant experience (no more than two pages) and details of two references to:

Laura Parker c/o info@studiovoltaire.org

Your email subject header should be 'Commissioning & Production Manager (House of Voltaire) Application'

Closing Date for applications: 12 noon, 4 March 2019

Interviews will be held: w/c 11 March 2019

Job Description

Employer:	Studio Voltaire Ltd
Job Title:	Commissioning & Production Manager (House of Voltaire)
Responsible to:	Managing Director
Responsible for:	Sales & Production Assistant
Salary scale:	£ Competitive

- Additional benefits, subject to availability
- Performance related bonus

- 28 days annual holiday per annum (pro rata)
- Annual allowance to spend at House of Voltaire
- Training opportunities
- International travel opportunities

Conditions of work

18 month fixed term contract, 4-5 days per week (negotiable) including occasional weekend and evening working. Six-month probationary period (with notice period of four weeks either side). Studio Voltaire has a policy of no paid overtime but offers time off in-lieu. The period of notice is two months in writing either side.

Place of employment

Studio Voltaire, 1a Nelsons Row, London SW4 7JR and Cork Street Mayfair (TBC)

Principal Duties and Responsibilities

Commissioning & Production

- Work closely with the Director and Head of Development and Communications to propose potential artists and designers
- Collaborate with leading artists and designers to commission art works, editions and products
- Oversee the production process for all products and editions, including liaising with producers, fabricators and suppliers
- Oversee design and installation of all House of Voltaire presentations and art fair presentations
- Work to develop existing and new relationships with partners to develop new projects in London and internationally
- Work closely with the Director to programme events to accompany House of Voltaire projects and temporary stores

Financial and Administrative

- Manage departmental budgets; ensuring effective cost and sales analysis, appropriate spending and financial control
- Manage the sales inventory, keeping track of all commercial assets including stock, editions and products held, their monetary value and record of sale.
- Manage a database of supplier contacts
- Ensure all artists, producers and partners are appropriately contracted
- Manage the Sales Assistant and intern to ensure efficient administration, archive management and day-to-day finance processes are completed

Strategy and Income Generation

- Develop opportunities to showcase and sell products, editions and artworks locally, nationally and internationally including art fairs and online Communications and the Director in these approaches
- Take a lead role in identifying, researching and cultivating new commercial partnerships and commercial collaborations
- Overseeing the management of all sales channels and manage relationships with commercial partners
- Managing the display and presentation of all editions, publications and products at Studio Voltaire

Additional Responsibilities

- Compiling occasional reports and contributing to Studio Voltaire's annual review and business plan as required
- Managing project volunteers, interns and staff as appropriate
- Contributing to partner approaches and supporting the Head of Development and Communications and the Director in these approaches
- Actively participate in the London contemporary art world – networking with artists, designers, press, collectors, funders, sponsors and other institutions to develop working relationships beneficial to Studio Voltaire. Attend openings and events to represent Studio Voltaire

Person Specification

Essential Skills and Attributes

- Proven experience in creative and commercial production
- Proven experience of producing and managing events/projects
- Demonstrable and informed interest in contemporary art and contemporary culture, with a particular knowledge of the contemporary art world in London and internationally, as well as Studio Voltaire's particular role within it
- Excellent verbal and written communication skills with meticulous attention to detail
- Experience of working as part of a small team and the ability to forge mutually-respectful and effective working relationships with a diverse group of personalities, including members of the Board, patrons, volunteers, staff etc.
- A flexible, self-motivated approach to working and experience of multi-tasking, an ability to prioritise and plan
- An energetic, highly motivated and enthusiastic team player with a desire to further develop a career in the contemporary art world, through contributing to Studio Voltaire's continued success

- Proven management experience of staff and freelance contractors/technicians
- Proven track record of financial management and control
- Excellent IT skills, particularly in MS Packages

Desired Skills

- It will be considered an advantage if the candidate demonstrates experience of working in an arts environment
 - Suitable contacts in production and existing relationships with designers, artists
 - Experience in a sales environment and a target driven role and potential clients
- Equal Opportunities

Studio Voltaire will not discriminate against eligible applications on the grounds of gender, marital status, race, nationality, ethnic background, national origin, religion, disability or age.