



June 2018

Dear Applicant,

Please find enclosed an application pack for the position of **Deputy Director**. The pack includes:

- Job Description
- Person Specification
- Application Form
- Equal Opportunities Monitoring Form
- Guidance Notes for applicants

We would also suggest that you look at PEER's website to familiarise yourself with the work that we do – www.peeruk.org

The closing date for receipt of completed applications is **midnight Friday 29 June**. We regret that applications received after that time cannot be considered.

Please email your completed applications to mail@peeruk.org with the subject line **Deputy Director**.

Shortlisted candidates will be contacted by phone or email and invited to an interview. **Interviews will be held on Monday 9 July.**

Unfortunately we are unable to acknowledge receipt of applications, so if you have not heard from us by 6pm on **Wednesday 4 July**, please assume that you have not been shortlisted in this instance.

We look forward to receiving your application and thank you for your interest in PEER.

Yours sincerely,

A handwritten signature in black ink that reads "Ingrid Swenson".

Ingrid Swenson
Director

PEER 97 & 99 HOXTON STREET, LONDON N1 6QL
+44 0 (20) 2239 8080 WWW.PEERUK.ORG

Job Description: PEER Deputy Director

Post:	Deputy Director
Contract:	Full time after successful completion of three-month probationary period
Hours of work:	40 hours per week including some Saturday working. Due to the nature of the role, there will be some mutually agreed evening work required.
Reporting to:	PEER Director
Line Manager of:	Gallery Trainee Intern, temporary and casual staff
Location:	PEER, 99 & 97 Hoxton Street, N1
Salary:	£27,000 to £30,000
Holidays:	20 days paid holiday plus 8 statutory national holidays.

PEER is seeking to employ a dedicated, ambitious and passionate individual to join this acclaimed small-scale arts organisation at a key moment in its development. This is a senior position, working alongside PEER's Director, which will contribute to the long-term growth and stability of the organisation.

About PEER

PEER is an innovative, risk-taking independent arts charity, which has been an active and acclaimed component of the London art ecology for nearly two decades. PEER supports and commissions the highest quality art for its diverse local community and wider UK audiences. Initially celebrated for its offsite projects with artists such as Martin Creed, Breda Beban, Mike Nelson, Bob and Roberta Smith, Anthony McCall, Yuko Shiraishi and John Frankland, in the past several years, PEER has become embedded in its immediate community of Hoxton. The gallery has utilised its public-facing position on the local high street by producing outstanding projects with artists such as Stuart Brisley, John Smith, Karin Ruggaber, Danh Vo, Fiona Banner and Andrea Luka Zimmerman.

After an ambitious capital development project that concluded in April 2016, PEER reopened its radically improved galleries with work by Angela de la Cruz. Extensive re-landscaping to the public realm area at the front created the Hoxton Public Space with commissions by Chris Ofili and London Fieldworks – confirming the gallery's importance as focus for and of the local community. Since its re-launch, PEER's programme has presented an acclaimed programme including exhibitions by Emma Hart & Jonathan Baldock, Jimmy Robert, Catherine Story and most recently Abigail Reynolds.

From April 2018 PEER has received an increase of over 60% in its annual grant from Arts Council England, which will enable the organisation to expand its work with local audiences, and to grow its profile more widely across London, the UK and beyond. The position of Deputy Director will play a vital role in a small and dynamic team, to deliver the additional activity and to help raise the increased matched funds to do so.

About the role of the Deputy Director at PEER

The Deputy Director will work closely with the Director and the Board to manage the day-to-day running of the gallery and the office. They will be responsible for effective financial management, will be closely involved in project development and delivery, and will contribute to programme strategy in areas identified by the Director and Board of Trustees.

The Deputy Director will be the first point of contact in PEER's key relationship with Arts Council England and ensure that PEER is compliant and up to date with its funding conditions. The Deputy Director will work with PEER's Director in the delivery of funding applications, help to identify new sources of funding, manage earned income streams and line-manage gallery trainees and casual

staff. The Deputy Director will also represent the gallery at external meetings and events as required.

Key Tasks and Responsibilities

Staff Management and Administration (30%)

- With the Director, ensure the smooth daily management and administration of the organisation through efficient and resourceful office systems.
- Oversee website content, newsletters, programme announcements and invitations.
- Draft production and implementation schedules for all gallery and offsite projects and events to ensure their efficient delivery.
- Oversee the recruitment and line management of the Creative Access internship programme.
- Support the Curator of Local Audiences post as required, including the recruitment of PEER Ambassadors.
- Produce, update and ensure implementation of all policy documents (including The Staff Handbook and health & safety, equality, environmental and diversity action plans etc).
- Liaise with insurers for cover of exhibitions, contents and any additional insurance.

Fundraising and Income Generation (25%)

- Maintain excellent lines of communication with all current funders/supporters.
- Research and identify potential new sources of funding from a variety of sources (including public, local authority, trusts and foundations and individual giving).
- Together with the Director, draft funding applications to trusts and foundations, public bodies and local authority for revenue and programme funding.
- Coordinate the production of artists' editions and seek outlets for promotion and sales.
- Assist the Director and Patrons Coordinator in organising and attending special patrons events to nurture and grow PEER's individual supporters.
- To deputise for the Director at networking events, such as Arts Council briefings/meetings.
- To actively participate in the London contemporary art world and network with artists, gallerists, collectors, funders, institutions as well as with local groups, organisations, and the wider London Borough of Hackney to promote PEER's work as widely as possible.

Finance (20%)

- Daily management of PEER's finances, Operating Budget with the Director and Treasurer, monitor and control individual project budgets.
- Work closely with PEER's bookkeeper to produce quarterly management accounts, code income and expenditure, issue sales invoices and liaise with banks.
- Liaise with Arts Council England, ensuring all quarterly and annual reporting conditions are met and payments received.
- Produce reports, when required, to trusts, foundations and any other grant making bodies.
- Work with Patrons Coordinator to manage up to date records of Friends and Patrons and submit Gift Aid applications.

Artistic Programme (15%)

- Work with the Director to develop the broader gallery and local audiences programming strategy.
- Plan and implement the installation and de-installation of exhibition and events, including artists' requirements, transport, equipment, technical, hiring of casual labour, etc.
- Lead two curatorial projects per year, as agreed with the Director and Board: including an annual partnership exhibition with Acme and an additional independent project.
- Identify potential collaborators for exhibition partners to co-collaborate and tour projects outside of London.
- Manage artists' contracts, consignment agreements with commercial galleries, and loan agreements with lenders.

- Liaise with PR or other specialist consultants in the publicity and marketing of PEER's programme.
- Gather and collate audience analysis reports through Audience Finder as agreed with Arts Council, and implement how this knowledge should be applied.

Governance & Strategic Development (10%)

- Organise and administrate Board meetings, including preparation of board papers and minute taking.
- Ensure prompt annual submissions to the Charity Commission and Companies House.
- With the Director and in close consultation with the Board of Trustees, update PEER's Business Plan on a yearly basis for submission to Arts Council England.
- Manage PEER's relationship with its landlord, LB Hackney.

Person Specification

Essential Skills

- 3 years experience in a similar or relevant role.
- A broad understanding of contemporary art practice and associated debates nationally and internationally.
- Strong financial management, monitoring and reporting experience.
- Good knowledge of and familiarity with the UK arts funding system and Arts Council England NPO reporting.
- An excellent understanding and proof of successful fundraising from trusts, foundations, local authorities and other public bodies.
- Experience of successful fundraising from individuals through special events, patrons' schemes and supporters groups
- Excellent administrative, written and verbal communication skills with strong attention to detail.
- Experience in working with artists on the concept and delivery of projects on schedule and on budget.
- Proficient IT skills, particularly in MS Word, Excel, Photoshop etc in Mac.
- Proficient website management and social media skills.
- Excellent staff management skills, including an ability to delegate
- Experience of working in a small team, with a willingness to carry out a wide variety of tasks.
- Demonstrable ability to effectively nurture and maintain a wide range of relationships, including PEER Trustees, supporters and benefactors, as well as local residents and individuals from community groups and organisations.
- A demonstrable empathy with PEER's ethos.
- An in-depth knowledge of public, private, national and international arts spaces and organisations, and particularly those with whom PEER may have had or could have connections with.

Desirable:

- Driving licence
- Foreign language skills

Applications should be in word format or pdf only and sent for the attention of the director, Ingrid Swenson, to mail@peeruk.org



APPLICATION FOR EMPLOYMENT – PEER Deputy Director

PEER is working towards equal opportunities and welcomes applications from all sections of the community.

Before completing this form, please read the accompanying Guidance Notes.

PERSONAL DETAILS

Surname	Other names
Address	
Home telephone number	Work telephone number
Mobile telephone number	E-mail address

CURRENT OR MOST RECENT EMPLOYMENT

Name and address of Employer	
Job title	Date of appointment
Period of notice required/Leaving date if not now working	
Please provide a brief outline of your main responsibilities	

PREVIOUS EMPLOYMENT

Please start with your most recent position. Continue on a separate sheet of A4 if necessary.

Date of Employment From / To	Name and Address of Employer	Job title and brief details of main responsibilities

EDUCATION, TRAINING AND PROFESSIONAL QUALIFICATIONS

Please start with the most recent qualification and include any currently being pursued.

Date obtained	School, university, college etc.	Qualifications obtained

SUPPORTING STATEMENT

Please write a statement explaining:

- why are you applying for this position and,
- drawing on your personal and work experience, education and training, how you meet the requirements set out in the person specification and job description.

You may continue this section on one additional sheet **only**.

REFEREES

Please provide details of two people, not related to you, who will provide an employment reference for you. One of these must be your current or most recent employer if you are not currently employed. The other should be a referee who can express a professional opinion on your work and your ability to perform the job for which you are applying.

Name	Name
Name of organisation	Name of organisation
Address	Address
Email	Email
Contact number	Contact number
Occupation	Occupation

May we request a reference

May we request a reference

<input type="checkbox"/>	at any time	<input type="checkbox"/>	at any time
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<input type="checkbox"/>	only after an offer of employment	<input type="checkbox"/>	only after an offer of employment
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Please provide details of any special arrangements or adjustments you would require to enable you to participate in our selection process effectively.

In order to comply with the Immigration Act 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made. However, if you require a work permit in order to work in the UK please indicate by ticking this box:

Please provide details of any unspent convictions or cautions you have under the terms of the Rehabilitation of Offender Act, 1974. Offences resulting in licence endorsements should be disregarded. Failure to disclose such information may result in dismissal or disciplinary action by PEER. This information will be treated as confidential and will not necessarily preclude you from employment.

DECLARATION

To the best of my knowledge the information on the application form and equal opportunities monitoring form is correct.

Signed

Date



Equal opportunities monitoring form

In order to monitor the effectiveness of our equal opportunities policy we need to collect information, which might identify possible direct and indirect barriers to employment. The information provided here is entirely confidential, and is not part of any selection procedure.

PEER Deputy Director

Please state how you found out about the job: Arts Jobs, website, word of mouth

AGE

What is your age?

16-24 25-34 35-44 45-54 55-64 65+

GENDER

What do you consider your gender to be?

Female Male Other

DISABILITY

Do you consider yourself to have a disability?

No Yes (please specify)

NATIONAL IDENTITY

What do you consider your national identity to be? (Mark as many or as few as apply)

English Scottish Welsh Irish British Other

ETHNIC GROUP

What do you consider your ethnic group to be? (Mark one that best represents you)

White

British
 Any Other White background (please specify)

Mixed

White and Black Caribbean White and Black African White and Asian
 Any Other Mixed background (please specify)

Black or Black British

Caribbean African
 Any Other Black background (please specify)

Asian or Asian British

Indian Pakistani Bangladeshi
 Any Other Asian background (please specify)

Chinese or Other Ethnic Group

Chinese
 Any Other (please specify)

GUIDANCE NOTES FOR APPLICANTS

These notes are intended to help you to participate in the gallery's selection process as effectively as possible by providing us with all the information needed to demonstrate how you meet the requirements of the job. Please read these notes carefully before completing your application form. If you have any difficulty in completing the form please contact Ingrid Swenson on 020 7739 8080.

REVIEW THE CONTENTS OF THE APPLICATION PACK

The application pack includes a full job description with a person specification. If these documents have been omitted from your pack, please call us to obtain copies. The purpose and key tasks and responsibilities of the position are set out in the job description. The knowledge and experience and skills and attributes we are looking for in the successful candidate are listed in the person specification. It is important to read carefully all the information in the application pack before completing the form.

COMPLETING THE APPLICATION FORM

General Points

- Please do not attach your CV or copies of education certificates to your application form. Applications in the form of CVs will not be considered.
- If you need to add a continuation sheet, make sure you mark it clearly with your name and the title of the job for which you are applying.
- Type or write clearly in black ink and do not use staples, to allow for photocopying.

Working through the form

- Think about what evidence you can provide to demonstrate you have the necessary knowledge, experience, skills and attributes to do the job. You may also want to include voluntary/unpaid work experience, or experience gained in a role of responsibility in one of your leisure pursuits if this is relevant to the requirements of the job.
- The section marked 'Supporting Statement' is particularly important. This is where you make your case for why you wish to apply for the job and what makes you a suitable applicant. In this section it is important that you provide us with evidence to demonstrate that you possess the knowledge, experience, skills and attributes required as set out in the **person specification** for the job. It is not sufficient to merely state that you have the knowledge, experience, skills or attributes required, you will need to provide specific examples of what you have done and how you believe this demonstrates you meet each requirement. You might find it helpful to address each of the items in the person specification separately in the order they have been listed to ensure you address them all.
- It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application and that you complete all the sections on the form.
- Do not forget to proofread your form and check for any errors before signing it and returning it to us. Before sending in your form, it is advisable to take a copy for your own reference.

Please return your form to PEER by email and ensure that it reaches us before the closing date. Applications received after the closing date may not be considered.

SHORTLISTING

Shortlisting will take place as soon as possible after the closing date of **Friday 29 June** and will be carried out by at least two people.

Unfortunately, we are unable to write back to all those who are unsuccessful at this stage or to give specific feedback on why you have not been shortlisted. If you have not heard from us by **6pm Wednesday 4 July**, you should assume that your application has been unsuccessful on this occasion. **Interviews will take place on Monday 9 July.**

If you are shortlisted, we will normally contact you by telephone to invite you to interview. This will be confirmed by email, which will provide any other information you may need to know for the interview.

In some instances it may be necessary to hold the selection process in two stages and applicants may be called back for a second interview. You will be given full details about the arrangements if it is decided that a second round of interviews is necessary.

All offers of employment at PEER are made subject to receipt of satisfactory references. Additionally under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. All successful applicants may, therefore, be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

DATA PROTECTION ACT, 1998

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 12 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. Information provided by you on the equal opportunities monitoring form will be used to monitor PEER's equal opportunities policy and practices. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

Good luck with your application.