

DIRECTOR

Employer: Turner's House Trust
Accountable to: THT Board of Trustees
Contract: 5 days per week (including weekends), 1 year fixed-term contract with possibility of extension
Salary: £32,000 per annum
Closing date: 15 September 2021
Provisional interview date: 23 September 2021
Starting date: 1 January 2022 or by negotiation as soon as possible thereafter

Purpose and key responsibilities:

Sandycombe Lodge, Twickenham is a small Grade 2* listed house designed by J.M.W. Turner for his own use. This role is an opportunity to lead THT at an exciting time and make a real difference as the organisation looks to the longer-term after its acclaimed opening in July 2017. We are looking for a heritage professional to be our Director and lead on strategy and planning in addition to the day-to-day operation and facilities management of the house and its garden. The Director will lead and manage a small team, including the Learning & Volunteer Officer and the volunteers who support as stewards, guides, gardeners and in many other roles, to ensure a high standard of customer service and visitor experience. This role will also involve maximising our income potential through private/corporate hires of the house, fundraising activities, partnerships, PR and marketing opportunities, all of which contribute to the sustainable future of the Turner's House Trust. The Director will also serve on the Board of Trustees.

Turner's House is open to the public 5 days a week, Weds-Sun, 10am-4pm, with an annual closure period in November and December. The House is also open for educational visits, and private events up to 10pm for a limited number of days each year. The post holder will work on a rota with the Learning & Volunteer Officer to ensure the house is staffed during the opening period. The post holder is entitled to 25 days of paid annual leave.

In order to apply, please send a CV and covering letter, addressing your reasons for applying and the ways in which you meet the job description and person specification to Michael Deriaz, Vice Chair of the Board of Trustees, mderiaz@btinternet.com

Turner's House is an equal opportunities employer. Applications are welcome from all. Job shares will be considered for this post.

JOB DESCRIPTION

Line management responsibility

- Learning & Volunteer Officer
- Shared management of Finance Manager (freelance P/T) with THT Treasurer
- Management of PR consultant (freelance, seasonal)
- Oversight and coordination of Turner's House volunteers with Learning & Volunteer Officer

Principal duties and responsibilities

Strategic responsibilities

- Provide overall strategic oversight for the development of the House and its financial sustainability through the implementation of its approved Strategic Business Plan. Work with the Trustees to implement a sustainable operating model, particularly relating to membership and audience development, collections care, income generation and conservation management
- Be an ambassador for THT in key stakeholder interactions including membership, local corporate and historical organisations and local community
- Facilitate the annual exhibition programme in liaison with the Collections Committee and external curators, including developing a five-year rolling plan for the House's annual exhibition.
- Develop and embed through programming (exhibitions, learning) and the interpretation / presentation of the House the concept of the "Sandycombe Years" (Turner's life, art and times between 1813–1826) as the THT's USP (unique selling point) within the broader "Turner" environment
- Work with the Fundraising Consultant to assess, target and manage grant-making bodies and complete funding applications in line with the overall strategy for the House
- Identify and propose plans for income generating activities and events
- Develop the allocated retail space to maximise income generation. Identify new stock, order branded material and manage a stock system to keep track of sales
- Work with the Trustees to develop projects including the current adjacent land and maximise potential
- Work with the Trustees / others to develop suitable marketing material, establish marketing partnerships with other local organisations and exploit all opportunities for marketing and PR particularly with partner organisations
- Work with the L&V Officer on the engagement and recruitment of volunteers.
- Manage and report to Trustee meetings, put forward workable proposals for Trustees to discuss and sign off. Manage board sub committees including the Collections Committee and House Management Committee

- Manage operations against the approved budget and work with Trustees (including Treasurer) and the Finance Manager to control and monitor the budget; ensure that financial controls and procedures are followed
- Carry out all necessary management oversight, administration tasks and record keeping to support reporting to the Trustees and any funders (e.g. National Lottery Heritage Fund)
- Prepare THT for an application for Arts Council accreditation

Operational duties

- Provide overall management and maintenance of the property including opening up and closing the House on a rota with the L&V Officer. This includes working front of house as required and for evening and private events
- Working with the Trust's part-time freelance finance manager, be responsible for day-to-day bookkeeping at Turner's House, recording income and expenditure including petty cash. Complete a daily shop till reconciliation including admissions and shop takings. Ensure all cash is banked regularly
- Work with the L&V Officer on the management and administration of volunteers and rotas and any contractors including cleaning staff to ensure the house is adequately staffed at all times, and is operationally efficient
- Ensure that Turner's House is Health and Safety and fire safety compliant, including carrying out fire drills and smoke, fire equipment and alarm tests as recommended. Ensure that the building has adequate and up to date insurance
- Ensure that Turner's House Trust complies with all Data Protection legislation
- Carry out any other reasonable tasks commensurate with the post

PERSON SPECIFICATION

Essential requirements:

- Experience of strategic forward planning in a heritage organisation with track record of meeting targets for income generation and financial sustainability
- Experience of overseeing or delivering an exhibition/loan and events programme maximising income and audience potential
- Experience in project management, managing contracts and delivering projects to approved as well as tight budgets
- Demonstrable interest in history, art history, and in Turner and his times
- Experience in management of a small- to medium-sized historic property or museum, including volunteer management
- Self-motivation and demonstrable initiative
- Creative flair with strong problem solving skills
- Strong written and oral communication skills with the ability to act as ambassador for Turner's House in local, national and international communities
- Able to take on key-holder responsibilities and some evening work for events

Desirable characteristics:

- Education to first degree level
- Live locally
- Experience in fund-raising, grant applications and PR