

JOB DESCRIPTION: EXHIBITIONS MANAGER

West Ox Arts is looking for an enthusiastic and self-motivated Exhibitions Manager. The role is based at the WOA Gallery located in the heart of Bampton and comprises two 5-hour shifts from 11.30 to 4.30, typically on Thursdays and Fridays.

The successful applicant will be responsible for all aspects of managing and hosting WOA exhibitions and shows including those involving invited artists, members and the regular craft fairs. This is a hands-on role that involves a significant amount of solo work – with the full support of the WOA exhibitions team.

We are looking for a self-starter who can bring creative and organisational skills to our busy exhibitions programme.

Exhibitions Manager responsibilities:

- Regularly communicate with members and friends about forthcoming exhibitions and shows
- Manage the relationship with exhibiting artists before, during and after exhibitions at WOA.
- Managing all aspects of exhibitions and shows at WOA including paperwork such as checklists, guidelines, contracts, and the collection of fees.
- Assist and support the hanging and display of work and create an exhibition catalogue.
- Design and arrange printing of publicity materials including exhibition posters and the quarterly “What’s On” leaflet.
- Oversee distribution of printed publicity materials.
- Promote exhibitions and shows using the WOA website, Facebook and other social media channels.
- Coordinate external media activities such as press, local TV and radio.
- Participate in the monthly WOA Exhibitions Sub-Committee meetings

General tasks:

- Own the Exhibitions Manager email account
- Answer the telephone and communicate any follow up actions
- Manage sales of exhibition work and shop items
- Welcome visitors to the gallery and promote WOA membership and events
- Accept and log deliveries of shop items from members

Required skills and experience:

- Experienced user of the Microsoft Word and Excel
- Writing of engaging press and publicity materials
- Ability to create eye-catching promotional materials such as posters and flyers
- Managing multiple exhibition projects simultaneously
- Personable and comfortable dealing with the general public
- MailChimp (or similar) marketing package
- Canva (or similar) graphic design package