



Partnerships & Communications Manager, DRAF

Full-time, based in London

Salary dependent on experience

To apply please submit a full CV, and Letter of Interest (circa. 750 words) to info@davidrobertsartfoundation.com

Deadline: Wed 12 Dec 2018, 5pm
Interviews will be held on 17 & 18 December

DRAF is seeking an experienced Partnerships & Communications Manager to contribute to the evolution of the organisation, comprised of a contemporary art collection of over 2,100 works and an active programme of exhibitions and performances in London and across the UK.

Following 10 years of successful exhibitions, events, performances and research programming in its London gallery spaces, DRAF is evolving and expanding. The next phase of the organisation will include an active discursive programme, UK-wide collaborative initiatives, continuing London performance commissions, and an increased activation of the Collection. The Partnerships & Communications Manager will be crucial in supporting the design and realisation of these plans to position DRAF as a unique and influential voice in the UK and international art world.

Reports to: Director & Chief Curator

Works alongside: Curator, Assistant Curator, Projects Coordinator, Warehouse & Collection Manager, Technician

Main Duties:

I. Diplomacy: Ability to create partnerships with UK-wide stakeholders and position DRAF in the national and international visual arts ecology.

The Partnerships & Communications Manager will play a significant role in bringing DRAF's unique vision to partners, peers and audiences to fulfil the full ambition of DRAF's programme.

This will include:

- i. Activating an existing network of relationships with organisations and individuals within the sector, and building new contacts.
- ii. Negotiating custom-tailored partnerships for specific components of the programme, with different organisations and individuals inside and outside of the art sector.
- iii. Proliferating a solid understanding of current and forthcoming debates, trends and the environments in which different cultural institutions operate.
- iv. Developing and managing corporate or public sponsorship strategies, grant applications, and assuming a leading role on proposals.
- v. Advocating for research and ideas generated at DRAF into the public sphere, to the highest professional standard.
- vii. Overseeing strategies to identify and engage new audiences across the UK.
- viii. Working closely with the Director, in informing the Trustees and Advisory Board on DRAF's governance, reporting clearly and regularly on all areas of the Foundation.
- ix. Developing and manage existing support schemes and funding relationships.
- x. Initiating and organising special events and gatherings to strengthen the existing partner relationships and introduce new partners.

II. Communications: Ability to grow networks and make DRAF's programming visible and accessible.

The Partnerships & Communications Manager will play a crucial role in developing and implementing communications strategies to share DRAF's programming with the press, media and audiences.

This will include:

- i. Compiling and preparing press releases and press packs, and distributing to specially-selected partners and organisations.
- ii. Initiating and following up closely on media partners, with specific targets and relevant themes.
- iii. Initiating and managing activities on DRAF's social media channels.
- iv. Sharing accurate and detailed information on planned events and projects with the press, media, colleagues and audiences at large.
- v. Supporting the Director in preparing the agenda for Advisory Board meetings, leading on minutes and following up on discussed tasks.
- vi. Managing and growing the network of the Foundation in the UK and internationally.
- vii. Attending to DRAF's relationship with supporters, media partners and journalists.

III. Administrative Tasks: Ability to oversee and implement organisation related tasks.

The Partnerships & Communications Manager will play a supporting role in all aspects of DRAF's exhibitions and other activities.

This will include:

- i. Preparing lists for invitees of events and programmes.
- ii. Overseeing the design of invitations and publications.
- iii. Accompanying the Director in follow ups and debriefs with artists and partners.
- iv. Managing and overseeing VIP and special guests at related receptions and events.
- v. Supporting in compiling reports for funders, supporters and partners.
- vi. Representing DRAF at various networking events, providing briefs for press and media.
- vii. Generally contributing to the realisation of DRAF's exhibition programme and other activities.

Person specification

- i. Minimum 5 years experience working in a visual arts organisation.
- ii. Proven ability to develop and deliver exceptional and original communications strategies for contemporary art programmes.
- iii. Ability to engage and inspire new supporting partners in London and across the UK.
- iv. Ability to respond to different situations with diplomatic, flexible and positive solutions.
- v. Collaborative in nature, can develop and maintain positive relationships at all levels.
- vi. Proactive and flexible, and happy working in a small team.

