

## Operations & Development Manager (Maternity Cover)

**Opportunity type:** Part-time, fixed term

**Hours:** 2 days a week, to be agreed

**Salary:** Subject to negotiation, depending on experience

**Application deadline:** 12 PM, Monday 16 December 2019

**Interviews:** January 2020

**Start date:** February 2020



### About the Role

To lead on the administrative, operational and financial management of The Mosaic Rooms during the Director's maternity leave. During this fixed term contract the Operations & Development Manager is responsible for ensuring the organisation's projects are successfully delivered, overseeing overall budget as well as individual project budgets, checking management accounts, fundraising and reporting to funders, monitoring and managing raised funds, staff management.

### Tasks and Responsibilities

- Manage and oversee the activities, aims and artistic policy of The Mosaic Rooms through all of its operations including artistic, funding, strategic development, administrative, financial and managerial
- Continue to develop and maintain a high profile for The Mosaic Rooms, and the artists shown, within the context of local, national and international art communities
- Ensure maximum visibility of The Mosaic Rooms, locally, nationally and internationally
- Oversee the exhibitions and public programme and outreach activity delivery
- Oversee internal and external communications for the organisation
- Develop and oversee fundraising strategies which includes researching, identifying and soliciting new sources of funding and sponsorship from private individuals, trusts and foundations, public funds, corporates, events and appeals, to fund the programme and running costs
- Develop and maintain good working relationships with all relevant funding bodies and their representatives
- Develop an established network of supporters and sponsors
- Collaborate with other organisations, producers and practitioners on initiatives that support the development of new works and are of equal benefit to all parties involved
- Prepare, monitor and work within annual and project budgets, check management accounts in liaison with accountants, and to keep firm financial control of The Mosaic Rooms
- Provide effective leadership to the team creating a sense of common purpose and direction, ensuring team members are equipped with the right skills, knowledge and approach to meet current and future needs
- Lead and line manage the work of the Communications Manager, Curator, Programme & Gallery Coordinator, and take overall responsibility for these and the wider team of casual staff and freelancers
- Manage the implementation and development of approved annual plan

- Prepare reports for board, and all relevant funding bodies
- Prepare monthly activity reports for Chairman of the Board of Trustees and AMQF Director

### Person Specification

- A relevant degree or post-graduate qualification or equivalent
- Substantial and relevant work experience within an arts organisation
- Knowledge in contemporary culture and art from the Arab world
- Experience of strategy, operational planning and management
- Experience of the processes involved in successfully curating, organising and installing exhibitions, commissions and events
- Experience of successful fundraising and donor cultivation
- Experience of preparing, managing and working within agreed budgets, obtaining best value for money
- Ability to lead, motivate, manage and develop staff
- Self-motivated and able to plan and manage all aspects relating to the strategic development of The Mosaic Rooms
- Committed to and experience of working with artists and curators and developing audiences
- Excellent contacts and a working knowledge of current arts practice and the contemporary arts sector within the UK and internationally
- The ability to represent The Mosaic Rooms and to communicate at all levels e.g. with colleagues, curators, artists, sponsors, funders, press and the public
- Proven ability to work independently and to inspire, motivate and lead others as part of a team
- Excellent communication, administrative, organisational, interpersonal and managerial skills
- Ability and willingness to travel and to attend out-of-hours functions, as required

### Special Conditions

- This position is a fixed term temporary maternity cover contract
- Working hours: 2 days a week to be agreed
- Holidays: 21 days plus bank holidays

### About The Mosaic Rooms

The Mosaic Rooms are a vibrant non-profit cultural space and bookshop in West London dedicated to supporting and promoting contemporary culture from and about the Arab world and beyond. We do this through our free access contemporary art exhibitions, our multidisciplinary events, artist residencies and learning and engagement programme. We are a project of the A.M. Qattan Foundation, a registered charity number 1029450.

### How to Apply

Interested candidates should apply with a CV and cover letter as two separately attached documents in either Word or PDF format to [info@mosaicrooms.org](mailto:info@mosaicrooms.org), addressed to Rachael Jarvis

with subject heading "Application – Operations & Development Manager." Please note, due to the number of applications received only successful candidates will be contacted for interview. Closing date for applications is 12 PM, Monday 16 December 2019.

### Contemporary Culture from the Arab World

The Mosaic Rooms A.M. Qattan Foundation Tower House 226 Cromwell Road London SW5 0SW  
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