

COVE PARK

Partnerships Manager (Maternity Cover) Job Description

Re-advertisement, February 2019.

Cove Park is a residency centre on the coast 40 miles west of Glasgow that uniquely in the UK offers artists from across arts disciplines - from UK and abroad - time and space to grow creatively, to collaborate and to invigorate one another's practice.

The Partnerships Manager is one of Cove Park's small, dedicated staff and is involved in all aspects of Cove Park's work with specific responsibility for the development and management of residency-based partnerships and activities which complement the residency programme and provide crucial earned income to support that programme. Working towards a target, this income is generated through individuals and organisations from across art forms who pay to use Cove Park's site and facilities for residencies, masterclasses and other residential-based activity.

Cove Park's current Partnerships Manager will take maternity leave from May 2019 for 10 months and ahead of that we are seeking someone for this part-time position.

Cove Park's expansion in 2016 has led to an increase in accommodation from 10 to 12 people and an expansion of the facilities for both public and private events, new partnerships and self-funded residencies of all kinds. These residency opportunities are, in particular, addressed by this position.

Description of duties and responsibilities:

1. Developing and managing partnerships and activities which are residency-based and revenue generating and are as consistent as possible with Cove Park's ethos and which meet agreed income targets set out annually.
2. Developing and sustaining ongoing partnerships which underpin 1 above, respond to the ambitions of Cove Park and serve the needs of organisations and individuals, primarily but not exclusively, across the creative sectors.
3. Supporting external communications about and promotion of Cove Park to achieve 1 and 2 above.
4. Keeping records of bookings, co-ordinating domestic arrangements (arrivals and departures), ensuring residents receive a warm welcome and have a positive experience.
5. The role will include working with the team and Cove Park's board in preparation of reports, budgets and applications.
6. This role focuses predominately on raising income through researching and contacting prospects, arranging residencies and networking through contacts and at events. Fundraising via trusts and foundations is not core to this role.

7. The role also includes supporting the arrangements for a series of events which predominantly take place during the summer months.

Terms and Conditions

- The appointment is for three days per week and the arrangement will be reviewed after three months to ensure it is mutually agreeable to both parties.
- The position will begin as soon as possible to allow a 4 - 6 week handover period. There is the possibility of extension at the end of the 10-month contract.
- Depending on experience, the salary will be at around an FTE of £30,000, in other words £18,000 per annum for three days per week. Pension contributions will be made by Cove Park
- The post-holder will be based at Cove Park, Peaton Hill, Cove, Argyll & Bute, G84 0PE but, given that the job requires frequent travel out of the office, daily attendance at Cove Park is not required but two days per week attendance is expected as a default position.
- Annual leave will be 17 days, in addition to UK public holidays, to be taken in the calendar year and are not transferable.

| | Essential | Desirable |
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| Knowledge and Experience | <p>Knowledge of, and professional experience of working with artists, arts organisations and the creative industries across the UK</p> <p>Extensive contacts within the arts and creative industries across the UK</p> <p>Experience of producing and programming revenue-generating events in an arts facility</p> <p>Experience with setting and keeping to budgets, and of report writing and financial reporting.</p> | <p>Knowledge of, and professional experience of working with artists, arts organisations and the creative industries internationally</p> <p>Experience of running a building including Health and Safety policies and procedures</p> <p>Knowledge of equal opportunities issues and practices</p> |

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| Special Aptitudes | Entrepreneurial Computer literate Ability to liaise and communicate effectively in writing and verbally at all levels Ability to work on own initiative, as part of a small team and to manage and motivate others Car driver with full license. | Willingness to travel as required Willingness to work occasional evenings and weekends as required |
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Previous applicants need not apply.

Line management: The post-holder reports to the Director.

We encourage applications from across the UK and are willing to discuss terms of the role (for example, relocation expenses) for the right candidate.

Please write to both Cove Park's Director and Partnerships Manager by 5pm on **Monday 25th February 2019** describing your suitability for the position, including an up-to-date CV, covering letter and the details of 2 referees; julian.forrester@covepark.org and catrin.kemp@covepark.org

Interviews will be held on **Thursday 28th February 2019**.

If you would prefer to post your application please send it to;
 Cove Park,
 Peaton Hill,
 Cove,
 Argyll & Bute
 G84 0PE.

01436 850500
www.covepark.org