

## COVE PARK

### Partnerships Manager (Maternity Cover) Job Description

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December 2018.

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, events and activities which complement the residency programme and provide crucial earned income to support that programme. 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, events 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 for example).
5. The role will include working with the team and Cove Park's board in preparation of reports, budgets and applications.

#### **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 at the start of March 2019 to allow a 2-month 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, including Tuesday, 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.

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge and Experience</b>	<p>Knowledge of, and professional experience of working with artists, arts organisations and the 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>

<b>Special Aptitudes</b>	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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**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 Cove Park’s Director by 5pm on 21<sup>st</sup> January 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](mailto:julian.forrester@covepark.org)

Interviews will be held on either Thursday 31<sup>st</sup> January or Friday 1<sup>st</sup> 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](http://www.covepark.org)