

London Art Book Fair and Awards Project Manager

Background

For over a century the Whitechapel Gallery has premiered world-class artists from modern masters such as Pablo Picasso, Jackson Pollock, Mark Rothko and Frida Kahlo to contemporaries such as Sophie Calle, Lucien Freud, Gilbert & George and Mark Wallinger.

With beautiful galleries, exhibitions, artist commissions, collection displays, historic archives, education resources, inspiring art courses, dining room and bookshop, the Gallery is open all year round, so there is always something free to see.

The Gallery is a touchstone for contemporary art internationally, plays a central role in London's cultural landscape and is pivotal to the continued growth of the world's most vibrant contemporary art quarter

The London Art Book Fair

The London Art Book Fair (LABF) will re-launch in September 2018. Hosted by the Whitechapel Gallery, it celebrates the best of international contemporary art publishing and showcases a diverse range of work produced by individual artist publishers, galleries, magazines, colleges, arts publishing houses, rare book dealers and distributors. This year will be marked by a new annual programme of awards for publishing in the arts.

The first LABF in 2009 was the largest event of its kind in the UK. The Fair takes over the Whitechapel Gallery for four days in September, and attracts around 10,000 people interested in art, design and publishing.

Each year the Fair has invited around 80 exhibitors from over 25 countries to exhibit and sell their work alongside an extensive programme of related events including children's workshops, keynote lectures, film screenings and book signings.

Role

Whitechapel Gallery is looking for an exceptional individual who is passionate about bringing the best in arts publishing to the widest possible audiences. If you are experienced at project managing the launch of ambitious new creative projects on time, on budget and with multiple stakeholders, we would love to hear from you.

Job description

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The LABF and Awards Project Manager is an exciting new temporary post that sits between the Ventures and Communication Teams.

Ventures is responsible for commercial income generation and development including our Publishing, Bookshop and Editions. Communications is responsible for media relations, marketing, digital and design at the Gallery.

Accountability

The London Art Book Fair and Awards Project Manager reports to the Director of Commercial Enterprises and Director of Communications.

Duties and responsibilities

Project planning

- Plan and chair regular internal project meetings with all key Gallery stakeholders to organise the Fair and Awards
- Liaise with the Exhibitions and Public Programmes teams in the scheduling and organisation of the events programme

Budget and contract management

- Develop LABF and Awards budgets, ensure income targets are met or exceeded, monitor expenses General administrative duties including preparation and tracking of sales invoices, processing and tracking of purchase orders and purchase invoices, taking minutes, and answering queries
- Liaise with exhibitors, including contract negotiation and securing sales of stands
- Secure sponsorship and liaising with sponsors, including contract negotiation, in collaboration with our Development team

Project delivery

- Primary point of contact for all collaborators for the Fair and Awards, including for example exhibitors, suppliers, award sponsor and award entries
- Maintain exhibitor and award database and correspondence
- Organise the plan of exhibitor spaces and arranging all required equipment and facilities, including PDQ machines, stands, furniture, display boards, and storage areas.
- Liaise with the Operations department regarding the physical set up of spaces and equipment

Project Promotion

- Promote the London Art Book Fair and new Awards proactively to relevant publishers and audiences in collaboration with Communications team
- Liaise with the Marketing and Communications department to manage marketing the LABF including social media campaign, design and print

production, LABF and Award calls for entry, invitations and all other printed materials relating to the Fair and related events

Project evaluation

- Write and compile report and evaluation after delivery of the LABF

Other

- Any other duties that may be requested by the Director of Communications or the Director of Commercial Enterprises
- Represent Whitechapel Gallery at public events, meetings and networking on behalf of the organisation
- Preparing and delivering talks about The London Art Book Fair and Awards internally and to external third parties as required

Person specification

Essential

- Proven project management experience working on a large scale event
- Proven experience of budget management and meeting financial targets
- Sales, marketing or Press experience, preferably within the publishing sector
- Interest in and knowledge of art books, artists' books and arts publishers
- Experience in arts or cultural events planning
- Experience working in a gallery, museum or publishing environment
- Excellent proven organisation, multi-tasking and administration skills
- Good customer service skills
- A high standard of written English
- A keen eye for detail
- First rate communication skills
- Excellent IT skills including Word, Excel, Powerpoint, Photoshop, databases, email and internet

Desirable

- Experience working in a gallery or museum environment
- Proven experience of writing descriptive text and catalogue information
- Experience of securing sponsorship and financial support for projects
- Knowledge of one or more languages in addition to excellent English

Conditions of work

- Fixed term contract: Part-time - 3 days per week for 7 months
- Hours of work: 9.30am – 5.45pm, 3 days per week between Monday and Friday, plus some occasional weekend and evening work, which will be compensated by time off in lieu
- Salary: £22,000 full time equivalent, £13,200 pro rata 3 days per week (£7,700 in total across a seven month contract)

- The period of notice is 2 months in writing on either side
- Probation period: 3 months

In addition, the benefits you are eligible to receive are, subject to availability:

- 25 days annual leave (pro rata for part-time staff)
- Research trips
- Discount from the Gallery bookshop
- Discount from the Whitechapel Café/Bar
- Discounts on editions (one per edition) and publications
- Training opportunities
- Option to participate in the Busy Bees Childcare Voucher scheme