

RECRUITMENT PACK



ABOUT US

The Lowry is a registered charity (No: 1053962) committed to using visual and performing arts to enrich the lives of everyone around us – and those of our staff and volunteers too.

Working together as one team, we present audiences with a diverse programme of theatre, opera, musicals, dance, music, comedy and visual art as well as events and activities to expand the horizons of audiences and artists alike.





At the heart of our work is a commitment to our local communities and young people. Tapping into the work on our stages and in our galleries, we offer thousands of free creative participation opportunities each year – nurturing new talent and developing creative professionals of the future.

So if that feels like something you want to be a part of.. read on!





WE'RE ON A MISSION

OUR VISION

The Lowry will be a world-class arts centre based at the core of the region's creative and cultural quarter. These world-class ambitions will sit comfortably with our commitments to celebrating the unique heritage of this location and the putting communities and people at the heart of all that we do.

OUR VALUES

We are honest with ourselves and others, respecting everyone who works in or uses The Lowry. We reach out to help others get the most from The Lowry. We are ambitious and strive to be the best. We work hard to succeed and to make sure visitors enjoy their Lowry Experience. We are always learning.



HOW DO WE FUND OUR WORK?

As a not-for-profit organisation, and registered charity, all profit is ploughed back into our work. Whether you've bought a ticket to a performance, given an online donation, eaten in Pier Eight, bought a gift in our shop, or simply had a drink at the Tower Coffee Shop, you've helped support our charitable aims.

We receive just 6% of our income from public funds – Arts Council England and Salford City Council. The remaining income is generated from box office sales, commercial activities and fundraising. Our development team generates income from Charitable Trusts & Foundations, individual membership schemes (including Friends and Patrons) as well as from companies through our Quay Club Membership and corporate sponsorships.



ATTRACTION AND RECRUITMENT

The Lowry is committed to creating an inclusive workforce by reflecting and representing the diversity of Salford and the UK.

We want to attract the broadest range of talented people to be part of The Lowry – whether that is to work in our creative or support roles.

We particularly encourage applications from the following two people groups who are currently under-represented in our work force and in the wider performing and visual arts sector; those people who experience racism and marginalisation, including those from African, Caribbean, North African, LatinX, South Asian, East Asian and South East Asian heritage and their diasporas, those who are disabled, Deaf and neurodivergent or have long-term health conditions.

Candidates who identify as people in one or both of these groups and who demonstrate in their application that they already meet all of the essential criteria in the person specification can opt to be considered as part of The Lowry's guaranteed interview scheme.

If you are invited to interview we'll ask you about any adjustments you may need, and if you are offered a role with us we will talk to you about any reasonable adjustments required to create a working environment where you will be supported to perform at your best.

To find out about any opportunities to work for The Lowry please visit our vacancies page <https://thelowry.com/about-us/jobs-volunteering/vacancies/>



STAFF BENEFITS

The role has a number of staff benefits including:

- Complimentary and discounted theatre and live event tickets
- Free car parking just a few minutes' walk from The Lowry building
- Generous annual leave entitlement and a paid day off for your birthday!
- Discounts at the bars, restaurant and gift shop located within The Lowry building



JOB DESCRIPTION

Post Title:

Department:

Reports to:

Contract Type:

Salary:

JOB PURPOSE

To deliver bold, ambitious contemporary exhibitions, events and commissions for The Lowry, working as part of a small and busy team in a dynamic arts environment.

MAIN DUTIES AND RESPONSIBILITIES

- Curate contemporary exhibitions and projects for The Lowry, alongside the Director of Visual Arts and the Curator of the Lowry Collection - from research and development through to realisation and evaluation
- Help shape the strategic development of The Lowry's exhibition programme and ensure it is well communicated at every level across the organisation and externally
- Ensure The Lowry is visible and, where appropriate, represented in local and national artist, studio and gallery networks
- Liaise with artists and their representatives, arts institutions and funders on all aspects of the exhibition programme, including identifying opportunities to tour selected Lowry-curated exhibitions
- Monitor and maintain budgets for specific exhibitions and for any related publications
- Complete and issue contracts to partner organisations, artists, curators and authors
- Organise exhibition-related transport, in liaison with the Exhibitions Co-Ordinator, leading especially on communications with artists and venues
- Collaborate with the Access and Interpretation Manager on imaginative ways to present and interpret contemporary exhibitions, including writing, collating and copy-editing texts for interpretative material, in-exhibition and online
- Collaborate with the Senior Producer: Artist Development to ensure visual artists are embedded within The Lowry's broader artist development programmes
- Work closely with the Access and Interpretation Manager, artists, curators, the Learning and Engagement team and other departments across the building to ensure we deliver a focussed and vibrant learning, activities and community programmes
- Compile exhibition event guest lists and assist with private views and other Lowry Galleries events, including speaking at events where appropriate
- Represent The Lowry at external public events, conferences and meetings, where appropriate
- Liaise with colleagues within the Galleries team and across the organisation, including the Marketing & Communications, Learning & Education and Development teams, to ensure collaborative working and secure a smooth flow of information
- Collaborate with The Lowry's commercial teams, including the retail team, to help maximize visitor revenue
- Field unsolicited enquiries and exhibition proposals as appropriate
- Work with the Access and Interpretation Manager and the Head of Galleries to ensure The Lowry front of house teams have the knowledge and understanding to provide proactive and informed engagement to diverse audiences
- Work with colleagues to ensure that all health & safety, technical, digital and security requirements for the galleries and the exhibits are identified, implemented and maintained
- Work closely with colleagues in monitoring and evaluating the Galleries experience, ensuring the Galleries offer supports The Lowry's commitment to first class visitor service across its functions
- Contribute to the planning around a proposed redevelopment of the gallery spaces
- Help ensure Galleries makes an active contribution to The Lowry's Environmental Policy and Action Plan
- Fulfil, on occasions, other reasonable duties which may be required in order to meet business and customer needs
- Ensure that you adhere to the General Data Protection Regulation (GDPR) and The Lowry's Data Principles and Data Code of Conduct

CRITERIA	ESSENTIAL	DESIRABLE
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SKILLS/ABILITIES	<p>Excellent project management, administrative and organisational skills</p> <p>Initiative and an open mind</p> <p>Ability to generate inspiring and exciting new ideas about how to present contemporary art to a variety of audiences</p> <p>Excellent communication skills</p> <p>A proactive approach to problem-solving</p>	
KNOWLEDGE	<p>A keen knowledge of modern and contemporary visual arts</p> <p>An understanding of personal and collective responsibility with regard to Security and H&S</p> <p>Working knowledge of Interactive media, particularly digital technology</p> <p>Awareness of the issues and challenges associated with engaging with young people and harder to reach groups</p> <p>Commitment to equality and diversity</p>	<p>Knowledge of relevant and current Vulnerable Adult and Child Protection issues</p> <p>Knowledge of the National Curriculum</p>
QUALIFICATIONS		
EXPERIENCE	<p>Experience of curating contemporary exhibitions</p> <p>Experience of setting, monitoring and controlling project budgets</p> <p>Well connected in artist, studio and gallery networks, nationally and ideally within the North West</p>	
OTHER REQUIREMENTS	<p>Computer literate</p> <p>A flexible and adaptable approach to working hours that will include some evening and weekend work</p>	<p>Ability to use Microsoft Word, Excel and PowerPoint</p>