

KARST

February 2024

Dear Applicant,

OPERATIONS MANAGER

Thank you for your interest in the position of Operations Manager at KARST. You will find all the information you need in this pack to assist you in making your application:

- Job description
- Person specification
- Equal opportunities monitoring form

Your application must include:

- A covering letter stating your relevant and appropriate skills and experience for this role.
- An up-to-date CV detailing your relevant education and professional experience.

Please limit your responses to no more than 2 sides of A4.

We welcome all applications, but we actively encourage applications from a variety of backgrounds who will bring different experiences to the team. Candidates who self-identify as D/deaf, disabled, as a person of colour, and who meets the person specification, will be prioritised for interview as these areas are under-represented in our current workforce.

An equal opportunities monitoring form is also included, please complete and return this with your application. Please ensure you send the required items as attachments, in one email addressed to dh@karst.org.uk no later than **12 noon on Monday 18th March**. Applications received after this time will not be considered.

Successful applicants will be notified no later than **Thursday 21st March**. If you are shortlisted you will be asked to attend an interview in Plymouth on **Thursday 28th March**. Please ensure you indicate your availability for the date in your covering letter. If you have any queries about the role please feel free to email me dh@karst.org.uk.

With thanks and best wishes,

Donna Howard



OVERVIEW OF ORGANISATION

Located in Plymouth, KARST is a leading cutting edge contemporary art space with an international reputation for innovative and ambitious creative programming.

KARST is a National Portfolio Organisation funded by Arts Council England. It is the largest independent contemporary art venue in Plymouth, comprising a free public gallery space and artists' studios. KARST was co-founded in 2012 and is located in the industrial Millbay area of the city, which is among the 10% most deprived wards in the UK. KARST is a test-bed for experimentation across art forms, and attracts diverse audiences through cutting edge group exhibitions, screenings, music events, and performances. As a charitable organisation, KARST focuses on working in partnership with artist groups, cultural organisations and the creative sector through curated exhibitions, events and critical dialogue, to support international cultural growth within the South West and beyond.

KARST is an Arts Council NPO and a selected venue for New Contemporaries , which is coming to Plymouth in September 2024. As an ambitious, forward-thinking organisation, and as part of our Unlocking Creative Space project, we are seeking an ambitious manager with the vision to help shape and direct the future operational direction of KARST.

ROLE SPECIFICATION

KARST is seeking a highly organised, ambitious and dynamic Operations Manager to direct a collaborative, diverse and effective working environment, across the organisation.

The role requires a team player with excellent communication skills and managerial experience to direct and coordinate KARST operations.

Working with the Head of Programme and reporting to the Executive Director, the Operations Manager will be responsible for managing the smooth delivery of KARST operations, through the development and implementation of organisational wide policies, goals and objectives to ensure an efficient working environment.

JOB DESCRIPTION

Primary Objectives

1. Develop objectives and set operational goals to augment the efficiency of KARST operations.
2. Provide support to the Head of Programme to deliver the core programme delivery on time, on budget and to the highest standard.
3. Lead on the development and implementation of all programme evaluation and reporting to funders and stakeholders

Key Accountabilities

- Work with the Executive Director to develop operational objectives and goals.
- Work with the Head of Programme to effectively manage creative programme logistics (exhibitions, projects and studios)
- Manage, implement and review appropriate operational systems, processes, policies and contracts.

- Create and maintain a positive, safe, productive, collaborative and inclusive working environment.
- Manage evaluation and reporting to funders and stakeholders.
- Lead and manage the internal programme monitoring, evaluation and reporting processes.
- Manage and process the day to day operational budget and financial systems for KARST.
- Lead, develop and implement processes to support KARST's environmental strategy, policies and activities.
- Effectively line manage the Administrator.
- Identify opportunities to attract and secure additional external funding.
- Attend and contribute to team and programme meetings, events, private views.
- Contribute to report writing and grant applications as required.
- Provide the highest level of service to both internal and external people, and to actively promote equality and inclusivity.

Liaison and Support

- Ensure appropriate levels of information and support for artists, curators and partner organisations throughout their time working with KARST.

Networking and Public Profile

- Develop and maintain relationships with relevant arts and cultural sector organisations locally and nationally.

General

- Be a proactive and positive member of the KARST team by readily sharing ideas, information and experience on an on-going basis

PERSON SPECIFICATION

Essential

- Demonstrated experience as Operations Manager or equivalent position
- Excellent experience of managing project logistics and budgets
- Excellent time and workload management skills
- Excellent written and oral communication skills
- A degree or higher academic qualification in a related subject
- Strong attention to detail
- Ability to work flexibly and under pressure
- Ability to work evenings and weekends
- Excellent IT skills
- Experience within fundraising

Desirable

- A knowledge and understanding of the arts and cultural sector.
- Experience of audience development, engagement and outreach.

TERMS OF EMPLOYMENT

Salary: £25-£29K (dependent on experience) p.a. (pro-rata) 3 day week.

Tenure: Permanent contract of employment following the successful completion of a probationary period of six months.

Working days / hours: To be negotiated and agreed. Occasional evening and weekend working may be required.

Holiday: 20 days annual leave plus 8 public bank holidays (pro rata - based on 3 day week)

Pension: An auto-enrolment pension scheme is in place with NOW:Pensions. Under pension auto enrolment legislation, the employee will pay 5% (before tax relief) and the employer will pay 3% of qualifying earnings to the Now:Pensions plan.

Disclaimer: This document does not constitute an offer of employment nor forms any part of any contract.