



### **JOB DESCRIPTION**

<b>Position</b>	Director of Operations
<b>Reports to</b>	Inverlochy Art School Committee
<b>Responsible for</b>	<ul style="list-style-type: none"><li>• Temporary in-house staff (e.g. interns, volunteers, life drawing models)</li><li>• Studio Artists</li><li>• Contractors</li></ul>

### **Purpose**

To manage and oversee Inverlochy Art School, building relationships that develop its public profile and programmes, and ensure its future financial stability through funding and fundraising efforts. A core part of the role is overseeing the maintenance of the IAS building, as well as systems and procedures, such as those pertaining to health and safety, contracts and committee relationships.

The Director of Operations ensures that IAS implements the intentions of the Society as laid out in the Rules of the Society. This includes managing the activities of the school and ensuring its effective functioning as an organisation.

### **Accountabilities**

#### **School Management**

- In collaboration with the Creative Director, develop and maintain the annual Business Plan to deliver on the strategic direction and vision for IAS as agreed with the Committee.

- In collaboration with the Creative Director, ensure the implementation of the annual programme of courses, workshops, exhibitions and events, and other related initiatives as set out in the Business Plan.
- Manage the smooth running of the school through effective systems, devising, communicating and reviewing procedures as required.
- Maintain excellent communication with students, staff and other stakeholders. - Support the Creative Director to ensure appropriate staffing to safely cover operating hours of the school.
- Ensures appropriate and secure ICT is in place.
- Oversees the management and maintenance of Inverloch House, with appropriate providers.
- Ensures IAS is compliant with all relevant laws, codes and practices (including Health & Safety), drawing up policies and training/informing other staff where required - Provide regular (not less than monthly) reporting to the Committee.
- Oversee effective inventory management to ensure all programmes, events and exhibitions can be effectively run.
- In collaboration with the Creative Director, ensures effective studio useage and programme delivery spaces.
- In collaboration with the Creative Director, manage suppliers and external providers as required.
- Takes all reasonable measures to ensure the security of people and property at IAS.

### **Business Development**

- Deliver business development and revenue targets for IAS as agreed with the IAS Committee.
- Develop and grow the school through sound business practices and take advantage of opportunities.
- Monitor and review current trends in collaboration with the Creative Director and respond proactively.
- Work with the Creative Director to raise the profile of IAS in line with our goals to establish benefits/incentive programmes and leverage the membership base to the benefit of both the school and its members.

### **Marketing and PR**

- Manage sales and marketing of courses, programmes & events.
  - Provide logistical assistance to the Creative Director in order to ensure effective design, delivery and promotion of events (including exhibitions, competitions and courses).
- In collaboration with the Creative Director, build effective relationships with groups and individuals in the wider arts and local community.
- Foster initiatives that strengthen Inverloch relationship with its wider community and build new connections.
- Ensure effective customer relations.

## **Fundraising**

- Identify and make applications for funding and grants to support the operation and growth of the school.
- Identify and implement fundraising activities in keeping with the intentions of the Society that support the operation and growth of the school.

## **People Leadership**

- Work with the Creative Director to manage and supervise all staff, contractors and temporary in-house.
- Work with the Creative Director to foster and support professional development for staff. - Ensure compliance with all employment and relevant law and good practice as regards staff, contractors and volunteers working for or on behalf of IAS. Draft policies and provide training/documentation/changes to procedures for other staff where required. - Provide regular performance reviews and provide regular updates to the Committee on staff management.
- Foster student participation in wider school and community arts activities particularly exhibitions, competitions, events at IAS etc.

## **Financial Management**

- Ensure the financial sustainability and health of IAS.
- Set fees for programmes in consultation with the Creative Director.
- Develop, manage and track the annual budget to ensure financial health of the school. - Ensure day-to-day financial management activities and duties including payable, reconciliation, banking and payroll duties are compliant, effectively managed and delivered.
- Provide financial reports to the Committee and other agencies as required by law and escalate risks and issues as they emerge.
- Arrange for annual audit with an outside independent auditor to ensure the soundness of finances.

## **Person Specification**

### **Qualifications**

- A relevant tertiary qualification.

### **Experience**

- Experience in managing and promoting arts education/community organisations. - Experience in business planning and delivery, and maintaining effective daily processes. - Good track record of effective financial, resource and people management. - Experience in

providing service to customers (directly or indirectly).

- Experience of the charitable/not for profit sector is highly desirable.

**Skills, Knowledge, Abilities, Personal Attributes, Behaviours, Competencies:**

- Excellent written and verbal communication skills.
- Excellent relationship building skills.
- Good understanding of basic accounting principles.
- Competence in Microsoft office systems.
- Competence in Xero or similar business accounting system.
- Competence in the use of social media.
- Knowledge of website management systems (CMS) and use of Google Drive is preferred but not essential.
- Resourceful and proactive.
- Excellent organisational and planning abilities with a strong customer focus. - Passionate about visual arts and creative education.