

TEG Recruitment Pack

Executive Director



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THE ROLE

Role

Executive Director

Fixed Freelance Fee

£39,600 per annum (123 days per annum)

Period

Initial 12-month contract from the appointment with a possible two-year extension

Location

This is a remote position. Attendance at the annual TEG Connects event and other relevant sector events in the UK is expected. A budget will be available for costs related to travel and meetings.

Reports to:

Co-chairs

TEG is seeking an experienced and dedicated Museum and Gallery sector professional to lead in the development of the organisation following our successful Arts Council England IPSO funding award. This role will be fundamental in ensuring the future growth and long-term sustainability of the organisation. You will have demonstrable experience in leading and developing an organisation (or large department, project or similar) with a mixed funding model alongside an in-depth knowledge and understanding of the current challenges and wider concerns of the Exhibitions sector.

Role Purpose

- To provide strategic direction and leadership for TEG and to ensure TEG fulfils its commitments as one of Arts Council England's Investment Principles Support Organisations (IPSO).
- To advocate at all levels for the essential role of temporary and touring exhibitions in building and sustaining audiences and driving income for the wider museum and gallery sector.
- To ensure that TEG supports the professional development of those working in the field of exhibitions through our dynamic programme of workshops, events and knowledge-sharing initiatives and to support the creation of a diverse and inclusive profession that is open and accessible to all.
- To raise the profile of the organisation both nationally and internationally through the development of strategic partnerships and through attendance at relevant sector events
- To actively grow TEG's membership ensuring the organisation's long-term sustainability

ABOUT TEG

TEG was founded in 1985, becoming a CIO (charitable incorporated organisation) in 2020, and advocates for a better understanding of the benefits of temporary and touring exhibitions and partnership work, believing exhibitions are well-placed to engage more people with arts and culture. TEG works across the UK and has a growing international membership. Membership is open to all those involved in supporting, organising or hosting exhibitions in museums, galleries, libraries, art and science centres and other public venues.

Its main activities include:

- Delivering in-person and online professional training and development opportunities via workshops, seminars, symposia and the annual TEG Connects event
- Sharing ideas, materials, and resources to promote innovation and best practice
- Facilitating a public network for providers and recipients of touring and partnership exhibitions
- Conducting and supporting relevant sector research and publishing results

IPSO Status

In November 2022 TEG was awarded IPSO status and three years of funding by Arts Council England (ACE) with a commitment to significantly grow our membership by 2026 and to raise our profile both within the UK and internationally, ensuring a sustainable future for the organisation and its continued support of the UK exhibitions sector.

Key IPSO deliverables include:

- Development of a 5-year Strategy and Business Plan, including a refreshed Vision and Purpose.
- A review of TEG's Professional Development offer to ensure TEG continues to respond to sector needs in building the knowledge, skills and confidence of professionals working on temporary, touring and partnership exhibitions across the UK.
- Commissioning a comprehensive Research and Insight report into the current state of the UK Exhibitions Sector, its challenges and opportunities for growth, setting the direction for the next ten years.
- A marketing plan and website refresh to reflect TEG's new vision and to ensure our website is a more effective and accessible information hub for the sector.
- Increased focus on advocacy and skills development in environmentally sustainable exhibition-making and touring practices.
- Development of an Equality, Diversity and Inclusion Policy and Action Plan that will support diversity and inclusion targets for the sector as a whole.

ORGANISATIONAL STRUCTURE

TEG is governed by a board of eight elected Trustees currently comprising of two Co-chairs, Vice-chair, Secretary, Treasurer, Membership Officer, Events Officer and Marketing Officer. The Trustees are supported by an Advisory Board of seven members of professionals from the exhibitions sector.

TEG also has four part-time paid Secretariat; Professional Development Manager, Membership Manager, TEG Co-ordinator and Website Coordinator.



KEY RESPONSIBILITIES

Strategy and Advocacy

- In collaboration with TEG's Chairs and Trustees, develop a five-year strategy and business plan with targets and success measures to ensure that TEG remains relevant and sustainable in the long-term
- Maintains an authoritative knowledge of the UK exhibitions sector's strengths, reputation, and challenges so that TEG is recognised by sector stakeholders as a respected, credible authority in the field of temporary and touring exhibitions
- Provides guidance and expertise on temporary and touring exhibition practices with particular emphasis on Sustainability and Access
- Develops and maintains relationships with strategic partners e.g., Arts Council England, Art Fund and other sector support organisations and funders
- Represents and champions TEG at external meetings, conferences and the annual TEG Connects event

Management and Planning

- Assures effective decision-making and oversees planning and management of TEG's activities and events, working closely with the Secretariat team to ensure high-quality delivery across the board
- Ensures TEG's effective financial management, including oversight of financial reporting to ACE, setting annual budgets and monitoring quarterly forecasts
- Ensures annual KPIs are monitored and met in line with a 5-year business plan
- Formally line manages four freelance Secretariat, setting objectives and monitoring workload
- Recruits and manages additional Consultants and Freelancers as required, ensuring appropriate contracts are in place and monitored

Marketing and Communications

- Oversees an effective communications plan which raises the visibility of the organisation and promotes the value and benefits of TEG membership
- Works with a marketing consultant to refresh and reinvigorate TEG's identity and website to reflect our wider vision and IPSO ambitions

KEY RESPONSIBILITIES

Business Development

- Reviews existing income and business model for TEG, advising on potential efficiencies and opportunities for growth
- Develops strategic relationships with key partners, network-organisations, and stakeholders to promote TEG's activities and objectives
- Leads on fundraising strategy, securing income by identifying new opportunities, devising and negotiating proposals, writing applications, sustaining positive funder relationships, and producing evaluation reports

Governance

- Prepares reports and attends quarterly TEG committee meetings online
- Builds an effective working relationship with Co-chairs, Trustees, Secretariat and Advisory Board
- Implements and improves effective operational systems
- Ensures the organisation fulfils its regulatory responsibilities with the Charity Commission
- Ensures TEG has effective policies in place including Equality, Diversity and Inclusion and Environmental Sustainability.
- Ensures risk is well managed and that the risk register is regularly reviewed

PERSON SPECIFICATION

KNOWLEDGE	Essential or Desirable	Assessment stage
In-depth working knowledge of the UK exhibitions sector	Essential	Shortlisting AND Interview
Knowledge of Arts Council England funding and reporting	Desirable	Interview

SKILLS	Essential or Desirable	Assessment stage
Ability to think strategically and work proactively	Essential	Interview
Ability to develop collaborative working relationships with internal and external colleagues, and to inspire, motivate and manage a small team working remotely	Essential	Interview
Excellent financial management and analysis skills with experience of business planning	Essential	Interview
Clear and confident written and spoken communication with the ability to adapt to different scenarios and people	Essential	Interview

EXPERIENCE	Essential or Desirable	Assessment stage
Demonstrable experience of leading a team	Essential	Shortlisting
Experience of managing operational budgets, mixed funding models and running multi-year funding agreements	Essential	Shortlisting
Experience of fundraising and funding applications	Essential	Shortlisting AND Interview
Experience of strategic planning	Essential	Interview
Experience of leading a membership organisation, charity, large department or similar	Desirable	Shortlisting AND Interview
Experience of partnership development	Desirable	Interview
Experience of working with Arts Council England	Desirable	Shortlisting
Experience of writing reports and commissioning evaluation	Desirable	Shortlisting

APPLICATION

How to apply

Applicants should email their CV and a covering letter outlining their reasons for applying and how their experience, knowledge and skills meet the key responsibilities and person specifications to TEG Co-chair

Alanna Davidson

A.Davidson@nms.ac.uk

with **'TEG Executive Director'** in the subject line.

CVs and cover letters should be no more than 4 sides of A4 in total.

Applicants should also include the names and email addresses of two referees - one of whom should be your current or most recent employer/client. We will contact your referees if you are invited to interview with your prior approval.

Closing Date

The application deadline is **11.59 pm GMT** on

Sunday 19 March 2023

Interviews will be held online on Microsoft Teams. It is anticipated that they will take place on or around **3 April 2023**.

If you have not heard from us by **25 March**, you should assume that you have not been short-listed for an interview.

TEG is committed to equal opportunities and inclusivity therefore we welcome and encourage applicants from all sections of the community.

If you need any assistance to submit your application or to attend an online interview please email A.Davidson@nms.ac.uk with **'TEG Executive Director'** in the subject line.



www.teg.org.uk