



1 Queen St, Belfast BT1 6EA (028) 90311301

Director Responsibilities 2015

General

- Attend monthly Board meetings, committee meetings, exhibition openings, and programmed events.
- Be involved in the running and management of the building including gallery invigilation, housekeeping, cleaning, and general maintenance.
- Contribute to the ongoing strategic development of Platform Arts.

Exhibitions & Events Programme

- Curate an innovative and challenging programme both in the gallery and in off-site locations.
- Organise and manage the programme including acting as artist liaison, overseeing exhibition installation, sourcing of relevant equipment, ensuring that exhibitions are delivered in time and on budget.
- Create content for website, Facebook, Twitter and e-newsletter.
- Design of promotional materials including exhibition guides, posters and quarterly programme.
- Recruit and manage a team of volunteers to support in the running of the gallery and events programme.

Fundraising

- Actively seek out funding opportunities, fill out funding applications, manage relationships with funders and complete evaluations.
- Seek out other sources of income for the organisation including organising fundraising events, gallery hire and sponsorship.

Finance & Administration

- Accounting and budgetary management to include creating annual budgets, cash flow projections, monitoring incoming and outgoing payments, payment of invoices and monitoring payment of studio rent.
- Undertake general office administration including filing, management of records, answering phone and email enquiries.
- Ensure that the organisation complies with statutory and legal responsibilities as a charitable company.