



**MOMA**  
MACHYNLLETH

## The Machynlleth Tabernacle Trust (MTT)

(Please note that all references to MTT include the activities of MOMA Machynlleth, the Annual Festival and other activities undertaken at the Tabernacle Arts Centre)

### JOB DESCRIPTION

<b>Date compiled:</b>	January 2019
<b>Job Title:</b>	<b>Managing Director</b>
<b>Job Salary:</b>	£45k
<b>Answerable to:</b>	Board Chairman
<b>Job holder:</b>	Vacant

#### **Staff directly responsible for:**

##### Employed:

Company Administrator  
Marketing Officer  
Exhibitions & Maintenance Officer

##### Self-Employed:

Independent Curators of Exhibitions  
Occasional Admin as required

#### **Purpose of the role:**

Provide vision and leadership for the continued development of the activities supported by the Machynlleth Tabernacle Trust, and in particular:

- Oversee the curation of exhibitions of the highest caliber depicting 20th and 21st Century Welsh Art;
- Develop the contribution of the Tabernacle as a Centre of excellence for cultural activity – both locally and nationally;

#### **Duties and responsibilities:**

##### **Artistic Development**

- Work with the Exhibitions Lead (Ruth Lambert) to ensure that the quality of experience offered to visitors is maintained, continually evaluated and developed;
- Work with the Exhibitions Lead, other curators, exhibition staff and supporters on ensuring the continuation of World-Class exhibitions;
- Overseeing the successful preparation of each year's August Festival; liaising with paid organisers and volunteers;
- Ensure that the Welsh language and culture continue to have pride of place within the MTT offering;
- Work closely with other galleries and museums to maximise the opportunities for beneficial partnerships, joint initiatives and funding opportunities;
- Ensure that the MTT continues to meet the existing and future MALD accreditation standards (Museums, Archives and Libraries Division – of Welsh Government). MTT has held full Accreditation Status since December 2015;

##### **Business Development**

- Secure and manage appropriate resources to realise the vision of the founders and Trustees, and in so doing contribute towards the evolvment of that vision;
- In association with key staff and Board of Directors, develop and deliver annual business plan and 3year corporate plans for the establishment, which includes an agreed margin;



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- Manage and operate MTT services within agreed financial budgets compiled with the support of key staff and Board of Directors;
- Work closely with the Board to ensure optimal progress on fundraising activities, building projects etc
- Actively apply for funding for projects and activities, acquisitions, conservations and staffing that will maintain and develop the MTT offering;
- Consider other projects or activities that offer income generating possibilities offered on site;

### **Marketing and Communication**

- Liaise with regional, national (and international where appropriate) organisations to promote the work of the MTT and represent on relevant cultural and artistic bodies;
- Manage gallery openings and receptions with a view of gaining wider support for the MTT and income generation;
- Oversee all written material produced relating to the work of the MTT, its exhibitions, projects and collection, including catalogues, press releases, captions and website text. All materials to be available in English and Welsh;
- Develop, oversee and promote education and outreach services;
- Attend quarterly Board meetings to present reports and updates and to discuss future developments;

### **Staff Management**

- Manage and review staff performance, identifying appropriate Continuous Professional Development for self and team;
- Responsibility for and comply with the MTT safeguarding policy;
- Manage staffing rotas, working occasional evenings and weekends as required;

### **Other Duties**

- Other reasonable duties within the scope of the role as identified by the Directors;

### **Skills and Attributes**

#### Essential

- Educated to degree standard or equivalent;
- Track record of deploying leadership qualities;
- Track record of working proactively to secure ambitious goals;
- Experience of strategic business planning and delivery;
- Experience of preparing and securing successful funding applications;
- Project management experience;
- Highly developed networking and interpersonal skills;
- Bilingual communications and presentation skills;  
(it will be more difficult to perform this role fully without the ability to communicate in both English and Welsh. We are therefore looking for someone with bilingual skills or someone who is genuinely committed to acquiring such skills within 2 years)

#### Highly Desirable

- Experience of managing staff;
- Formal qualification in a related field;
- Thorough knowledge of the Arts sector in Wales;



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### **Next Steps**

Please complete the application form available on the website [moma.machynlleth.org.uk](http://moma.machynlleth.org.uk) and return FAO:

Eirlys Pugh, The Tabernacle, Machynlleth, Powys. SY20 8AJ  
[eirlys@moma.machynlleth.org.uk](mailto:eirlys@moma.machynlleth.org.uk)

### **Closing date for applications: 18<sup>th</sup> February**

For an informal conversation about the role please contact:  
Alun Jones (Chair) 07779 306 816

### **It is anticipated that interviews be held between 1 - 16 March**

Please note any dates where you are not available