



Royal Drawing School

Job Description

Post:	<u>Artist Residencies and Alumni Manager</u> (Maternity Cover)
Reports to:	Director of Development
Direct Reports:	Print Studio Manager
Contract:	One year, Fixed Term (Maternity Cover), Full-time
Location:	Hybrid working, Commutable distance to either Dumfries House, Scotland OR Charlotte Road, London

Job Purpose

- To build educational and artistic partnerships and activity for the School, its students and alumni, in particular around artist residencies.
- In tandem, develop, coordinate and evaluate programmes and projects that promote alumni relations within the School and to external audiences.
- Open up opportunities for the professional development of the School's alumni through teaching and practise on residency programmes.

Responsibilities

Residencies and Fellowship Programme

- Manage all aspects of RDS residencies in the UK (including an extensive programme at Dumfries House) and overseas.
- Design and implement artist residencies, as lead point of contact at the School.
- Design and run the selection and residency jury and liaise with residency hosts (individuals and organisations).
- Research and identify opportunities for building residency and exchange partnerships with cultural and educational institutions and individuals (including donors and prospective donors), both in the UK and overseas.

- Secure funding and draft and put in place Gift Agreements with residency partners.
- Work closely with selected residency artists to ensure their experiences are of the highest quality and reflect positively on the School's mission and reputation (Including the Christies award winner).
- Oversee residency selection process. Advertising residencies, running all aspects of the residency application process, administering the Residency Jury Panel and allocating residencies.
- Oversee and administer all aspects of artists residencies including timetabling, logistics, artist contracts, travel and relevant residency paperwork and artist communication.
- Work closely with the School's marketing team to raise the profile of residencies and alumni activities to external stakeholders and audiences on the website, through digital marketing and printed materials.
- Responsible for safeguarding residents; ensure their welfare, safety and rights are protected, taking appropriate action and escalating to the Safeguarding Committee where required.

Finance

- Budget holder for all artist residency and alumni activities.
- Manage and process sales (both online and in-person) for alumni exhibitions.
- Manage and process time sheets for self-employed tutors and consultants.

Line Management

- Lead, motivate, and support Print Studio Manager to achieve objectives.
- Conduct 1:1s, appraisals, and support professional development.
- Oversee and authorise Print Studio Manager timesheet.

Alumni Management

- Serve as main point of contact for alumni and manage the alumni mailbox.
- Build active relationships and communication between the School and alumni.
- Conduct online research of keeping track of alumni exhibitions as well as potential opportunities outside of the School that may be of interest to alumni.
- Monitor alumni activity particularly graduates of the Drawing Year.
- Write and distribute monthly alumni newsletter.
- Manage artist residents reference requests for Visas, Grants etc.

Alumni Exhibitions and Sales

- Manage and process all art sales associated with alumni.
- Manage Alumni Exhibitions (including Annual Drawn Together and the Christies Award Exhibition) – including activities such as:
 - overall communications;
 - administration – such as artist agreements and art shipping (UK/ International);

- exhibition website administration working closely with Web and Designer Manager;
- oversight of art sales and invoices working closely with the Finance Team;
- managing logistics of alumni artwork displays and sales working closely with Technician Team.

Development

- Secure and steward philanthropic support associated with residency partnerships and alumni activity.
- Maintaining relationships with residency supporters / donors from proposal through to reporting and stewardship leading to future residency funding.
- Raise the profile of alumni activities beyond the School, including with donors and supporters.
- Feed into Development marketing materials, with headline alumni and residency stories that can build interest.

Dumfries House

- Keep track of the residency budget and expenditure against restricted donation to put towards running costs – liaising with the Principal, Directors of Development and Operations and Finance, and relevant parties at Kings Foundation.
- Facilitate the annual tutor training weekend - TBC
- Represent the RDS' interests at the DH estate.

Person Specification

Essential

- At least 3 years' experience in project management working in arts related organisation and/or artist liaison.
- Experience of securing philanthropic support for programmes.
- Excellent project management and organisational skills with the ability to work at pace and manage several projects and priorities simultaneously.
- Excellent written and verbal communication skills.
- Good at building rapport and developing relationships at all levels.
- Comfortable responding to spontaneous situations and adapting as necessary
- Proactive, creative and able to take own initiative and to problem solve.
- Independent working well on own as well as having a collaborative and problem-solving approach when working closely with the Drawing Year and Development departments.
- Comfortable representing the school at a diverse range of events.
- Excellent research skills.
- Budget management experience.