

MEMBERSHIP AND DEVELOPMENT OFFICER FOR QSS STUDIOS & GALLERY, BELFAST

QSS Studios & Gallery seek to recruit an experienced, part-time 'Membership & Development Officer' who will be based in their office at Bloomfield Avenue, Belfast. Following some internal restructuring to divide responsibilities, this post will be funded by the Arts Council of Northern Ireland (ACNI) and will be renewed annually subject to funding being available. The Membership & Development Officer will report to the Board Secretary.

Hours: 9.30 am – 5.30 pm, Tuesday – Thursday (21 hours). Some flexibility can be agreed, subject to business need.

Pay range: £20,000-£21,500 (full-time equivalent @ 35 hours)

ABOUT QSS

With support from the Arts Council of Northern Ireland [ACNI], QSS provide affordable studios in Belfast for artists at different career stages. This provision enables our artists to establish a professional art practice and create high quality, innovative artwork in a supportive environment.

QSS studio holders deliver a diverse range of public-facing activities locally, across the UK and internationally, all supported by their studio-centred practice. Closer to home, they foster links with the wider community via a range on in-house events; from guided tours and artist talks through to workshops and open days.

In addition to studio provision, QSS operate an accessible, contemporary gallery space presenting work by studio members/artists across the sector, with 8-10 shows scheduled annually. Longer term, we are seeking to invest in further development of the gallery space/ business facilities.

OBJECTIVES FOR POST

- To ensure effective and efficient administration of the studios and gallery.
- To act as the main point of contact for a range of QSS stakeholders.
- To enhance the profile of QSS and its artists, and to lead key marketing and promotional activities.
- To identify creative opportunities and relationships within the sector and local community, maximising the long-term sustainability & development of the organisation.
- To support the administration of our artist led committee and assist in the management/oversight of the organisation's artistic programme.

KEY DUTIES

- Communicating with key stakeholders (e.g., studio members, exhibiting artists, partner organisations, landlord/building manager and suppliers) and maintaining proactive and productive relationship across our membership.
- Liaising with the Artist Board Member sub-committee on the delivery of the gallery programme and effective management of all activities (exhibitions, talks, workshops).
- Collating studio and exhibition applications for selection panels, issuing studio lease agreements and facilitating studio inductions.
- Management of all marketing activities including:
 - The promotion and production of PR materials for the organisation's gallery programme (including press releases, gallery texts, pricelists and artwork documentation).
 - Maintaining and developing the QSS website/online shop (Wordpress)
 - Maximising our social media presence across key platforms (Instagram, Facebook & Twitter).
 - Maximising our premises usage by partners, through venue hire promotion & management in line with our business objectives.
- Supporting the Board in the creation of a QSS development plan.
- Administrative support at sub-committee meetings.
- Routine office management (e.g., filing and updating mailing lists/databases).
- Health & Safety oversight & organising studio/gallery repairs when needed.

MAIN CRITERIA

Minimal Educational Requirement:

A degree or other third level qualification in a relevant subject, or two years arts management experience.

Essential:

1. Two years relevant experience demonstrating:
 - a. Maintenance of records and general administration
 - b. Minute taking
 - c. Stakeholders management
 - d. Time management and adherence to organisational policies
 - e. Providing effective customer services
2. Demonstrable capacity to self-manage, and initiate and manage projects
3. Demonstrable IT literacy including email, Microsoft Office [Word, Excel, PowerPoint] and Photoshop.
4. Experience in use of web/social media platforms as promotional tools.
5. Excellent interpersonal and written communications skills, and ability to work as part of a small team.

Desirable

1. Marketing experience.

2. Experience of working in a similar environment - Arts / Theatre/ Heritage.
3. Knowledge of the Arts Sector in Northern Ireland.
4. An awareness of audience or business development strategies (e.g. growing the organisations reach, mechanisms for generating revenue etc.).

TERMS

- Part-time working hours (21 hours or 3 days per week). Office hours are normally 9.30am – 5.30pm, Tuesday – Thursday. Flexible arrangements available on agreement subject to business need.
- Some evening and/or weekend work is expected for events such as exhibition previews and studio open days.
- The Membership & Development Officer reports to the Board Secretary.
- Annual salary: £20,000 and £21,500 (for full-time equivalent @ 35 hours). Please note that this appointment is subject to continued ACNI funding.

APPLICATION PROCESS

- Complete the application form below and email to gallery@queenstreetstudios.net by the closing date **(27th August 2027)**, with 'Job Application' in the subject line.
- Use the personal specification and job description to assist you in your answers.
- Please do not attach any other supporting material with your application, as it will not be taken into consideration.