



STUDIO AND ENGAGEMENT MANAGER

An advocate for practitioner development, creative learning and arts education, the Manager is an experienced professional who manages the Studio & Engagement Team and undertakes the effective planning, delivery and evaluation of the Critical Practice Programme and the Residency Programme at Tashkeel. The Manager has strong relationships with emerging and established creative practitioners and organisations nationally, regionally and internationally.

Working with a team of 3 coordinators in the Studio and Engagement team, the Manager leads the planning and delivery of a high-quality studio and engagement programme at Tashkeel (Nad Al Sheba and Al Fahidi) and other locations that maximises profit, participation and quality of experience. The annual programme is seasonal (Jan-Mar; April-May; June-Aug; Sept-Dec) and consists of:

<i>Professional Practice Coordinator</i>	<i>Education & Outreach Coordinator</i>	<i>Membership Coordinator</i>
Practical workshops that activate each Tashkeel studio for practitioners, both beginners and advanced	Practical workshops that activate each Tashkeel studio and nurture creativity and artistic ability among the wider community (children and adults, including schools, universities and community groups).	membership applications membership inductions Members' Handbook Assist members in studios Program Members Mondays Facilitate collaborations
Theoretical workshops for practitioners including but not limited to Critical Dialogues and Professional Practice	Seasonal children's camps, offering a wide range of sessions that help young minds perform in a dynamic world	Nurture members' involvement in Tashkeel workshops, talks, exhibitions, programmes Build membership
Public talks and other activities accompanying exhibitions and events	Delivery of workshops and talks offsite for third parties including but not limited to Youth xHub and Dubai Design District	Manage library
Exclusive events for Tashkeel members		Engage members in exclusive events

KEY TASKS OF MANAGER

- Manage the Studio & Engagement budget (with income targets and expenditure limits);
- Manages and supports the 3 Coordinators, ensuring the programme annual KPIs and targets are reached

- Ensure that objectives, targets and performance standards are understood and owned by direct reports through appropriate communication and participation.
- Ensure Studio & Engagement team is kept up to date with, and has access to, the latest versions of Tashkeel policies, health and safety and/or other relevant information pertaining to their roles.
- Ensures that studios and equipment bookings are coordinated efficiently and effectively across the Tashkeel team
- Issue monthly status reports to Deputy Director on exhibition/talk attendance, workshops sales/ attendance and membership subscriptions/ renewals/ cancellations
- Undertake all management responsibilities of casual staff, volunteers and the freelance team members within the Studio & Engagement Team including inductions, rostering, training and development as applicable.
- Research ideas to promote and develop Tashkeel and look for new opportunities that could contribute to Tashkeel's future growth and success
- Respond to all external enquiries regarding Tashkeel hosting workshops, assess and, if suitable, schedule and delegate to relevant coordinator.
- Manage the **Critical Practice Programme** including but not limited to

Open call

Assessment against approved criteria, shortlisting and interviewing of candidates with the Deputy Director and/or Director

Development of participant development plan(s)

Development and management of participants' budgets

Recruitment of mentor(s) and conducts performance review

Conducts performance reviews with individual participants and mentors

Programme monitoring and evaluation

Delivery of all programmes outcomes, coordinating with the relevant internal team members and external suppliers

Working alongside Marketing & Sales Team and other teams to ensure the effective delivery of requirements

- Manage the **Tashkeel Residency Programme** including but not limited to
 - With the Marketing & Sales team, promote the programme to an expanding GCC, MENA and international network.
 - Work with the Deputy Director and team to research and develop annual focus for the programme.
 - Research and develop new partnerships. Maintain and facilitate existing programme partnerships including but not limited to Art Dubai and Dubai Culture.
 - Respond to programme enquiries and process applications.
 - Facilitate selection with Deputy Director and/or Director and responses to all applicants.
 - Determine residents' objectives and workplans prior to arrival and review progress during residency period

- Balance and track programme annual budget
 - Schedule and facilitate the arrival and stay of residents
 - Work closely with the Facilities Manager and Studio Technicians to ensure required support including but not limited to materials, facilities and accommodation are provided
 - Ensure residents comply with health and safety standards and fire regulations at all times
 - Assist residents with day-to-day activities in the studios. Coordinate technical support, when appropriate and with specific projects, as required. Discuss art processes and practice with residents, when appropriate.
 - Working alongside members of the Tashkeel team to promote and amplify residents' work, ensure the presence and skills of residents are fully maximized by the organisation, facilitate the correct conditions and support for residents to further their practice, and ensure the effective delivery of all programme requirements
 - With the Studio & Engagement Coordinators, manage the plan of workshops, talks, membership engagement and other activities to be led by residents during their stay
- Provide all required material and information to the Marketing & Sales Team for the programme, including facilitating material for the Resident's blog
- Conduct a review with residents at the end of their residency
- Implement, manage and update residency alumni network.
- Prepare the Residency Programme report and identify ways to enhance programme annually

Other Duties

- Spend between 2 and 4 hours per week in the Tashkeel studios developing own practice and liaising with members, subject to completion of administrative priorities
- Collaborate with the Tashkeel team ensuring effective planning and delivery
- Conduct tours of Tashkeel and its exhibitions and provide general information
- Research ideas to promote and develop Tashkeel and look for new opportunities that could contribute to Tashkeel's future growth and success
- Work closely, professionally and co-operatively with the team, communicating effectively and providing progress updates
- Make a positive contribution to the development of Tashkeel as a whole
- Be an active and supportive member of the Tashkeel staff team.
- Any other reasonable duties that arise to fulfil the objectives of the role.

This job description is not an exhaustive description of duties. You will be required to adopt a flexible approach to your role and responsibilities. In particular, from time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience and capabilities.

Essential Requirements

- Bachelor's Degree or professional experience equivalent
- 5 years' experience or more, preferably in a non profit arts organisation
- Excellent knowledge of the visual arts and design field in the UAE/MENA
- A wide and varied network of professional contacts and relationships
- Experience of project development and delivery
- Excellent written and verbal communication skills
- Excellent interpersonal and diplomacy skills
- Respect for confidentiality and cultural diversity
- Administrative skills (scheduling, planning, budgeting, filing, etc)
- Multi-tasking, problem solving, and creative solutions
- Mac OS X, Microsoft Office, PowerPoint
- Work independently without supervision, and manage complex projects with many moving parts
- Leading a team, nurturing a collaborative working environment

Deadline for applicants: Midnight (GMT+4), Saturday 26 January