

## JOB DESCRIPTION

### STUDIO & ENGAGEMENT TEAM MEMBERSHIP COORDINATOR



Tashkeel is a contemporary art and design organisation based in Dubai. It wishes to engage a creative and dynamic individual to support, engage and develop its membership of artists and designers (the heart of Tashkeel). This is a new position in the Studio and Engagement team.

The Membership Coordinator works closely with the Education & Outreach Coordinator and the Professional Practice Coordinator in the Studio and Engagement team, which is led by the Studio & Engagement Manager.

The Membership Coordinator is the main point of contact for Tashkeel members and is dedicated to serving their needs. Based in the studios at Tashkeel Nad Al Sheba, the role ensures that members are integrated within Tashkeel's programmes and facilities and serves as an excellent source of advice and information for members, ensuring that they have the necessary support to progress in their practice both technically and artistically.

- Handle the membership application process including submissions, interviews and inductions
- Liaise with Finance on membership subscriptions, cancellations and renewals
- Ensure all members receive a Members' Handbook upon joining and renewal
- Schedule and co-ordinate membership inductions to the studios and facilities of Tashkeel, including but not limited to: Printmaking; Textile printing; Photography Studio; Darkroom; Risograph; Digital Lab; Fine Art; 3D (laser cutter, heat press, 3D printer)
- Ensure members understand that they must comply with health and safety standards and fire regulations at all times and immediately address breaches
- Assist members with day-to-day activities in the studios. Provide members with technical support, when appropriate and with specific projects, as required. Discuss art processes and practice with members, as appropriate.
- Schedule and coordinate 'Members Mondays' during lunchtimes or evenings
- Arrange exclusive events and excursions for members
- Facilitate collaborations and skills-sharing between members and with visiting artists/designers-in-residents
- Promote to members Tashkeel products and services: art supplies store, publications, Made in Tashkeel range, workshops, exhibitions and professional development programmes
- Nurture members' involvement in Tashkeel workshops, talks and panel discussions either as instructors/moderators or participants
- Generate entries by members to Tashkeel's open call exhibitions, prizes, professional development programmes and other initiatives
- Provide members with news/updates through the noticeboard, email and whatsapp groups
- Handle membership enquiries and resolve issues in a timely manner
- Monitor members in terms of their usage of Tashkeel facilities, progression of their practice, involvement in Tashkeel programmes and initiatives
- Conduct annual reviews with members
- Collate members' feedback on Tashkeel, discuss and address internally

- Ensure all members contacts and details are on the Tashkeel database
- Identify and pursue membership targets (e.g. recent graduates)
- Cultivate upwards members' levels of membership
- Together with the Marketing & Sales team, promote Tashkeel membership through all channels including networking and presentations
- Provide all source material in a timely manner for the effective marketing and promotion of membership and studios
- Advise the Marketing & Sales team on the design, production and distribution of promotional material for membership and studios
- Review Members' Handbook annually and make improvements/edits subject to approval by the Manager
- Process all building hire, studio hire and equipment rental enquiries and bookings
- Recommend purchases and new/replacement orders for the Tashkeel Art Supplies Store to the Retail Assistant as and when required
- Monitor the studios, reporting any issues to the relevant Studio Technician when appointed
- Report maintenance issues concerning members' workspaces to the Facilities Manager and IT Coordinator as and when required

### **Library**

- On an annual basis, undertake summer library stock take; review magazine subscriptions; and collate feedback from members and staff on the library  
On a quarterly basis, endeavour to reclaim unintentionally borrowed items from the library; and recommend new book purchases to Manager
- On a monthly basis, place free lifestyle/ consumer magazines in members lounge and refresh monthly; maintain the library, checking that it is clean and tidy; replace the copy of the library spreadsheet on the library desktop MAC; issue a 'Book of the Month'; and summarise the headlines from new magazine issues and circulate in an email to members and staff.  
As new issues of art/design subscribed magazines arrive, enter them into the server spreadsheet, stamp and place in 'new releases' shelf. As subsequent issues arrive, move old issues to relevant section in magazine library
- As new books arrive, enter them into the server spreadsheet, stamp and place them in the relevant section of the book library

### **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 team for effective and efficient 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**

- An early/mid-career artist with an interest in pursuing an arts management career alongside developing their practice
- Knowledge and understanding of contemporary art
- Background in working closely with artists/designers
- Specialisation in 2 or more of the above darkroom, photography, digital lab, print making, 3D, painting and textile printing.
- Experience in working with a range of different materials and mediums
- Hands-on approach
- Dynamic attitude
- Excellent interpersonal, communication and relationship management skills
- Excellent organisational skills
- Practical and proactive management approach

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