

Tashkeel**Job Description: Gallery Manager****Organization:** Tashkeel**Job Type:** Full-time**Location:** Tashkeel Nad Al Sheba 1**Base Salary** TBD

Tashkeel is a Dubai-based commercial consultancy with studio facilities for visual art & design rooted in the United Arab Emirates. It wishes to engage a resourceful, experienced, and inspiring professional with strong administrative, curatorial, communication and sales skills to drive Tashkeel art and design sales, deliver the annual programme of exhibitions and manage the Critical Practice Programme; a sponsored mentorship program which includes critique sessions and production of artwork in one year for practicing contemporary artists living and working in the UAE. The programme culminates in an exhibition, publication and other digital/physical outcomes. Each artist's programme is carefully built around the individual's practices and/or areas of research. Tashkeel works with each artist to identify mentors to both build, challenge and guide them with the appointed consultant.

The Gallery Manager has a vital role in developing visual art & design exhibitions at Tashkeel, while building on the customer database with the Tashkeel Consultant and ensuring sales from the exhibition. The role also includes programming for the artists in residence programme. The Gallery manager would be expected to manage the writings for all the Tashkeel publications, ensuring exhibition catalogues are produced at the highest standard of intellectual content and visual presentation. Alongside the Studio & Engagement Team the gallery manager will manage and work with the team to create and high-quality programme of visual art & design workshops and talks correlating to what is happening in the gallery, while managing the talks, lectures and artist critiques. The Gallery Manager will also work alongside the marketing team to ensure that the correct marketing and press releases are written to advertise the show alongside a calendar timeline for all exhibitions internally at Tashkeel or externally. The gallery manager will provide support to other members of the Tashkeel team.

Please note that members of Tashkeel are not eligible to apply due to a conflict of interest.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**ACCOUNTABILITY:**

The Gallery Manager would report to the Tashkeel Director and General Manager and manage other members of the team.

RESPONSIBILITIES:

- Curation of all exhibitions, with the approval of the Tashkeel Director.

- Subject to Director's approval of exhibition proposal, establish installation plan, budget, pricing and sales forecast.
 - Arrange transportation, installation and deinstallation for all works, liaising with the contracted fine art handler.
 - Work with and communicate with the General Manager to ensure day to day gallery operations.
 - Schedule all Tashkeel visual art and design exhibitions both on and offsite.
 - Manage exhibition preparation, installation, maintenance and deinstallation.
 - Maintain inventory control of all artworks in the possession of Tashkeel, both in storage and in gallery, both on consignment and owned by Tashkeel with the administrative assistant.
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- Work independently and collaboratively with the Tashkeel consultant on visual art & design sales and outreach.
 - Develop and manage the gallery Sales Database of key contacts.
 - Cultivate relationships with existing and potential clients including but not limited to visual art & design professionals, curators, interior designers and collectors.
 - Confirm all pricing of visual art and design pieces with accounts department.
 - Develop Tashkeel's utilization of the Artlogic platform, ensuring invitations/communications to Sales Database carry the relevant link to Artlogic Viewing Rooms
 - Consolidate sales at the end of each exhibition.
 - Coordinate deliveries/collection of all sold pieces with signed certificates of authenticity with the administrative assistant when needed.
 - Ensure consignments are returned to artists/designers at end of the agreed period and ensure a delivery slip is signed.
 - Manage applications by Tashkeel to art fairs and similar suitable events.
 - Manage the Artist in Residency Programme and all collateral surrounding it.
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- Write exhibition key messages and work with the marketing manager on the translation and deliverables for publications on time as needed.
 - Support the Marketing team in developing exhibition catalogues, pricelist, PR toolkit, website, and social media content.
 - Advise on press releases and any other written materials such as wall text, catalogues etc.
 - Proofread all marketing communications relating to exhibitions and visual art & design sales.
 - Ensure gallery tours are organized with educational institutions as well as for guests and collectors and information is given to accordingly.
 - Monitor the delivery of the Critical Practice Programme with the contracted consultant ensuring all KPIs are met, including but not limited to the open call; applicant selection; onboarding of chosen participants (including signature of agreements); training delivered on schedule; submission of exhibition proposals.
 - Manage the delivery of the Tashkeel Residency programme including but not limited to agreement signature; budget management; residency scheduling; induction development and delivery; supervision; outcome development and delivery; and work

with administrative assistant on the return of the unsold artwork shipping after consignment period.

- Schedule exhibition activation programmes that seek to nurture appreciation and understanding the importance of art collecting among audiences both youth and adults including but not limited to workshops, guided tours and talks.
- Maintain current knowledge of the UAE visual art and design sector. Attend gallery openings and other events locally.
- Develop an in-depth knowledge of exhibiting artists' practices and biographies.
- Work closely with artists and other Tashkeel personnel on artwork production.
- Produce presentations as and when required.

This job description is not an exhaustive description of duties. You will be required to adopt a flexible approach to your role and responsibilities. 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:

- 5 years' experience in visual art and/or design exhibition development.
- 5 years' experience in visual art and/or design sales.
- Research skills to identify and foster potential clients.
- Ability to manage members of the team.
- Strong communication and client negotiation skills.
- Excellent writing skills with attention to detail.
- Able to preserve and uphold the reputation of Tashkeel.
- Ability to work both independently and collaboratively.
- Familiar with working under pressure.
- Valid UAE driving license.

DESIRABLE REQUIREMENTS:

- Spoken and written Arabic

About Tashkeel

Tashkeel is a commercial consultancy with studio facilities for visual art & design rooted in the United Arab Emirates. Established in Dubai in 2008 by Sheikha Lateefa bint Maktoum bin Rashid Al Maktoum, Tashkeel's facilities enable production, experimentation and discourse. Its annual programme of training, residencies, workshops, talks, exhibitions, international collaborations and publications aims to further practitioner development, public engagement and lifelong learning. And its commercial services seek to embed UAE-made art and design in the very fabric of society and the economy. By nurturing the growth of contemporary art and design, Tashkeel seeks to empower the country's ever growing creative and cultural industries.

Tashkeel's commercial services include **Consultancy**, ranging from advisory, sales, design and production services and special projects for a wide range of clients; **Training**, the

development and delivery of art-based learning for the education, cultural, public and private sectors; **Membership**, providing comprehensive access for the creative community to facilities and studios to research, experiment, make and collaborate; and **Printing & Cutting Services** of laser-cutting, fine art/photography & risograph printing; and **Retail**, selling UAE-made art and design products instore and online as well as across a nationwide network of partners.

Tashkeel's incubator initiatives include: **Tanween**, which takes a cohort of UAE-based designers through a one-year skills development programme, taking a product inspired by the UAE from concept to completion; **Critical Practice**, which invites visual artists to embark on a one-year skills development programme of studio practice, mentorship and training, culminating in a major solo presentation; **Residencies** at Tashkeel or abroad, ranging in duration and often in partnership with international partners; **Make Works UAE**, an online platform connecting creatives and fabricators to enable designers and artists accurate and efficient access to the UAE manufacturing sector; **Exhibitions & Fairs** to highlight innovation and excellence, growing audience for art & design in the UAE.

Visit tashkeel.org | make.works