

OPPORTUNITY FOR AN ARTS MANAGER

The Jam Factory has well earned its reputation – a free spirited venue to enjoy amazing fresh food and drink in a relaxed setting surrounded by creative events, artwork and great company.

Arts at The Jam Factory prides itself on providing a creative hub in the heart of Oxford's West End. We showcase visual art and events through temporary exhibitions. We are committed to cultivating and fostering creative talent through events such as our weekly life drawing classes, performances and exhibition openings.

The Jam Factory is pleased to announce that we are recruiting an Arts Manager.

Duties will include...

- Sourcing, organizing, curating hanging and promoting exhibitions
- Promoting and publicising arts events, exhibitions and performances
- Building relationships with the Arts Community
- Building on our public events and performances
- Managing and overseeing gallery interns, and external courses
- Overseeing upkeep of wall space, invigilation area and art store
- Being the first point of call for all Arts related activities
- Working closely with the Management and Directors to ensure a symbiotic relationship with the Restaurant & Bar
- Controlling and reporting of all financial information relating to the Arts
- Managing our intern program
- ... amongst other

Salary

- £20,000 per annum gross.
- 16 hours per week and your salary will be paid pro rata.
- In addition to the salary you will receive a staff discount of up to 50% off the restaurant

How to apply

- Send a one page CV and a covering letter in PDF format to opportunities@thejamfactoryoxford.com
- Deadline for applications 19th March 2020
- Interviews w/b 23rd March 2020