



Royal Society of **SCULPTORS**

Job Title:	Residencies and Awards manager
Organisation:	Royal Society of Sculptors Dora House, 108 Old Brompton Road, London SW7 3RA.
Pay:	£35,876 per annum
Contract:	This is a full-time permanent contract
Hours:	35 hours a week (office based) Monday-Friday
Holidays:	20 days a year (in addition to the normal public holidays). Occasional evening (at least three during the course of the year) and weekend work required in relation to hosting and participating in events. Time off given in lieu.
Pension:	Workplace contribution (the Society is part of the NEST pension scheme)
Reports to:	Director

Royal Society of Sculptors

The Royal Society of Sculptors is an artist led, membership organization and has over 700 national and international professional sculptor members. We support and connect sculptors throughout their careers and lead the conversation about sculpture today through exhibitions and events. The Society was created more than 100 years ago to champion contemporary sculpture and the artists who create it. Today we welcome everyone interested in exploring this art form and its many possibilities.

From the President to the Board and team, the Society is a generous organization. We strive to give more to our members, partners, visitors and funders while our community of members share their experience, skills, knowledge and opportunities with each other. Together we are open-minded and excited to explore new ideas and new collaborations and everyone is encouraged to give their input.

As a small organization, we are able to respond quickly to opportunities that come our way and we support each other by mucking in to get the job done.

We are based in London's South Kensington, a few minutes' walk from its great museums, in a beautiful listed building called Dora House.

For further information on our work visit www.sculptors.org.uk

Residencies and Awards Manager role description:

This is an exciting time to join the team ahead of our 50th anniversary at Dora House in 2026. We are about to embark on a capital project to transform our basement into a self-contained one-bedroom flat and studio to accommodate artists in residence, as well as a space for our nationally important archive and community activity.

We have created this new, full-time post to deliver and manage our artist residency programme, as well as manage the established awards we offer to members and non-members such as the annual Gilbert Bayes Award and the biannual First Plinth: Public Art Award.

This is a unique opportunity to bring your experience to a small arts organization.

The main duties are:

Residencies:

You will be responsible for co-ordinating and managing all aspects of artist residencies, from application and selection to supporting artists during their time in residence and fostering relationships with artists, funders, and other stakeholders. This includes developing residency programs, managing budgets, and ensuring the successful delivery of residencies that benefit both the artists and the organization.

- To develop and manage the residency application process, respond to enquiries about the residencies, review applications, administer selection panel meetings and communicate with shortlisted and successful artists
- To manage all logistical aspects of the residencies, including the accommodation and facilities, as well as creating and updating the Artist in Residence handbook and organising appropriate contracts
- To provide practical, day to day and emotional support to artists during their residency to help them make the best of their time at Dora House
- To develop and manage residency budgets, including securing funding and tracking expenses

- To schedule and maintain the residency calendar of artists, co-ordinating arrivals and departures and the use of the studio by the Society for meetings and events
- To monitor and evaluate residency outcomes, gather feedback from artists and stakeholders, and make adjustments to the program as needed
- To communicate effectively with artists, funders and the public about residency opportunities and activities
- To maintain accurate records of applications, residency details, and financial information

Awards:

You will also manage the Society's range of awards and member opportunities both on and off site.

- To manage all aspects of the delivery of each award/opportunity – from application to conclusion - including for example co-ordinating selection panels and the Gilbert Bayes Award mentoring programme, liaising with partner venues on exhibition dates
- To respond to enquiries about the awards/opportunities – from prospective applications to artist liaison following selection
- To liaise with guest selectors regarding selection for award exhibitions, co-ordinating artists and exhibitions both in-gallery and on the sculpture terrace
- To organise contracts for award winners and loan agreements for exhibitions
- To ensure that the files and records are maintained (including condition reports where necessary)
- To secure the necessary authorizations for all expenditure and monitoring the budget
- To organize and deliver award related private views and events
- To maintain good relationships with existing funders & partners
- To develop future awards opportunities and – where appropriate - secure appropriate funding
- To promote the awards in person by visiting degree shows

Marketing & Communications:

- As needed to create and develop content for the Society's website and social media channels working with both colleagues and freelancers to ensure a polished, consistent message
- Manage the Society's database of contacts following UK-GDPR regulations
- To evaluate projects for funders to demonstrate their value

General:

- To liaise with colleagues in order to co-ordinate and promote the residency programme and awards/opportunities

- To be responsible for the budgets relating to both the residencies and awards
- To cover the first point of contact for Society members and the public by telephone
- To attend relevant training opportunities and participate in appropriate networks
- To develop opportunities which raise the profile of the Society according to the strategic plan
- To carry out any other duties that may be reasonably required

Person specification

The Royal Society of Sculptors is fully committed to the elimination of unlawful and unfair discrimination and values the differences that a diverse workforce, Board and volunteers bring to the organisation. The Society actively encourages diversity to maximise achievement, creativity and good practice and to bring benefits to individuals, members and communities.

The criteria below will be used in the short-listing process. Please use the space in the application form to provide evidence and examples of how you meet each of the criteria.

Essential:

- Experience of working with artists
- Strong interpersonal skills including active listening, conflict resolutions and problem solving
- Proficient written and verbal communication skills with strong attention to detail
- IT literate with knowledge of Microsoft Office
- Experience of setting and managing budgets
- Experience of programme management
- Strong time management and organisational skills with the ability to prioritize effectively

Desirable:

- Interest in and familiarity with contemporary art
- Experience of basic marketing such as social media/website management (uploading content, publishing new pages etc)
- Experience of writing funding applications
- Experience of supervising/managing people in the workplace such as technicians
- Knowledge of evaluation and monitoring projects
- Experience of creating and/or developing partnerships

Behaviours:

- Ability to work closely and effectively with a small team (there are currently three full timers in post)
- Ability to work comfortably and communicate with a wide range of people (artists, curators, members, funding bodies, Trustees, volunteers, the public etc.)
- Knowledge of and commitment to providing equal access for all

Please note: this role requires the regular movement of furniture, equipment and supplies and frequent use of stairs on a daily basis and will be based at Dora House.

If you would like to chat to someone about the role, please email Caroline Worthington: director@sculptors.org.uk

To apply, please download, complete and submit the application form:
<https://form.jotform.com/251603994402355>

Candidates who meet the criteria will be selected for a panel interview, which will include two interviewers. Details of the panelists will be shared with shortlisted candidates in advance of the interview.

The deadline for this application is Thursday 24 July at 5pm.
Interviews will take place at Dora House on Thursday 14 August.

We will make reasonable adjustments for candidates to ensure the interview process is accessible to everyone who is shortlisted.