

we're recruiting

JOIN THE TEAM AT DU
RUTHIN CRAFT CENTRE





Gallery Director – Ruthin Craft Centre

Location: Ruthin Craft Centre

Salary: £49,764

Hours: 37 hours per week

Contract: Permanent

Closing Date: Monday 5th May, 2025

How to apply:

To apply, please email People@denbighshireleisure.co.uk to request an application form. For alternative methods of applying please contact the Our People Team on 01824 706194.

We will shortlist for interview once the vacancy has closed, and if you have been selected for interview, you will receive an email with the details. Please ensure you check your junk/spam folders.

Mae'r ddogfen hon ar gael yn Gymraeg.

Denbighshire Leisure Ltd.

Denbighshire Leisure Ltd. is committed to Equal Opportunities and its Welsh Language Standards. We welcome applications in the Welsh Language and application forms received in the Welsh Language will not be treated less favourably than an application form submitted in English.

The Denbighshire Leisure team are a well-established, passionate and driven team, with a culture of high performance and excellent customer service. Our past successes have led us to where we are today, with an excellent reputation in all our facilities, and a hard working team who thrive on the customer having the best experiences possible.

We expect our staff to be committed to;

- Providing an excellent standard of service at all times
- Their own self development and the development of our business
- Working flexibly across sites where needed
- Supporting team working, supporting their colleagues and our customers

Our workforce is of utmost importance to us and we are committed to supporting staff to achieve a positive work-life balance. All employees of Denbighshire Leisure Ltd. are entitled to a variety of benefits, including discounted gym membership, personal and professional learning and development opportunities, generous annual leave allowances (with the opportunity to purchase more) and support for applications for career breaks and secondments.



Job Description

Job Title: Gallery Director - Ruthin Craft Centre

Grade: 11

Company: Denbighshire Leisure Ltd.

Report to: Head of Assets & Compliance at Denbighshire Leisure Ltd

Job Purpose:

Lead, direct and develop the artistic vision of Ruthin Craft Centre, formulating and overseeing the delivery of its artistic programme to achieve this vision through a balanced array of in-house and touring exhibitions of Applied Art. Ensure the Centre remains a leader in contemporary craft and a key cultural visitor attraction, aligning with the goals of Denbighshire Leisure Ltd and its stakeholders.

Being Part of Denbighshire Leisure Ltd:

At Denbighshire Leisure Ltd, we prioritise the development of our multi-skilled team members, offering opportunities for training and skill enhancement. We are committed to supporting and rewarding our hardworking employees. Balancing core responsibilities with departmental improvement and priorities is key to our company's success.

About Ruthin Craft Centre:

Ruthin Craft Centre has undergone significant transformation, enhancing its exhibitions, educational programmes, and public facilities, including galleries, an education space, artists' studios, a visitor block, and a retail area. Recognised as Wales' premier Applied Arts centre, it offers a world-class programme of Applied Art exhibitions, supported by the Arts Council of Wales, Amgueddfa Cymru / Museum Wales and the Crafts Council. The Centre also contributes to the Applied Arts field through education, conferences, publications, national events and Welsh Government supported projects such as CELF – the national contemporary art gallery for Wales project. A quality retail space features work by selected makers and designers, available for public purchase.





The ideal candidate should:

- Hold a minimum of 5 years of senior management experience in a cultural organisation, ideally within the Applied Arts sector, including artistic programming and curation, facilities management, staff management, marketing, education, and financial oversight.
- Be a seasoned professional with a strong track record in the cultural sector, eager to embrace challenges, and driven by a determination to succeed.
- Have a strong grasp of contemporary Applied Arts practice, particularly within the context of Wales, with familiarity with temporary and touring exhibitions.
- Demonstrate proven expertise in delivering innovative and creative solutions that enhance service delivery and business practices, ensuring financial sustainability.
- Demonstrate proven experience in managing budgets with in-depth knowledge of project planning, performance management, and resource allocation.
- Possess the skills and experience necessary to contribute to the development of quality standards while fostering strong collaborative relationships with staff, partners, senior management within the DLL.
- Be adept at resolving complex issues to make well-informed decisions, maintaining a solutions-oriented mindset while managing complex issues in a dynamic environment.
- Anticipate and influence change effectively, with a vision to respond to identified needs and manage competing demands.
- Exhibit exceptional communication, interpersonal, and organisational skills that align with the demands of a senior leadership position.
- Be adept at leading independently and working as part of a team, with a proven track record of effective collaboration with internal partners such as artists, freelancers, advisory groups and a diverse range of external partners.



Principal Accountabilities and Responsibilities:

- Provide dynamic leadership to the Centre team, overseeing both artistic and operational functions, ensuring alignment with the company's strategic goals and to become a strong advocate for the centre to develop its profile as a leading national contemporary Applied Arts organisation.
- To manage relationships with key partners and stakeholders including the Arts Council of Wales, Amgueddfa Cymru - Museum Wales and other funding partners.
- Lead, direct and develop the artistic vision of Ruthin Craft Centre, formulating and overseeing the delivery of its artistic programme.
- Achieve budgetary targets and manage all financial aspects, including expenditures, contracts, and invoicing processes, ensuring compliance with Denbighshire Leisure Ltd's financial regulations.
- Monitor and manage the centre's press, media plans and marketing strategy, ensuring these align with the organisation's vision and objectives.
- Authorise purchase orders, track financial information, and ensure prompt account settlements, managing the overall financial health of the Centre.
- Development and delivery of a fundraising strategy and to identify, manage and oversee funding applications to the Arts Council of Wales and other funding bodies to maximise and diversify funding opportunities.
- To maximise opportunities to raise income from gallery and retail sales.
- To build relationships with potential partner organisations in Wales, UK and beyond with the aim of developing collaborative and joint activity.
- Plan and execute touring exhibitions and related educational activities in collaboration with arts organisations, galleries, and other partners.
- Monitor and manage the Centre's educational and interpretive programme, providing oversight to the Education Officer and ensuring programme success.
- Lead in the planning and delivery of diverse activities and projects, demonstrating strong prioritisation skills and a commitment to delivering high-quality customer service.
- Oversee all areas and services at the Centre, manage contractors and suppliers, and ensure the highest standards are met in service delivery.
- Ensure the effective operation and maintenance of the Centre's facilities, adhering to Health and Safety regulations and achieving high standards of cleanliness, maintenance, and supply quality.
- Lead the recruitment, management, and appraisal of staff, preparing staffing reports, and ensuring team performance aligns with organisational goals.
- Play a leading role in ensuring that by 2030, the company maintains its reputation for delivering high-quality, accessible arts and leisure opportunities, actively contributing to initiatives that enhance the well-being of Denbighshire's residents and visitors.





Knowledge, Skills, Training and Experience

The post holder must:

- Hold a degree in an Applied Arts subject or related subject or a formally recognised Applied Arts qualification.
- Have an extensive understanding of contemporary Applied Arts practice, particularly within Wales, and familiarity with temporary and touring exhibitions.
- Strong understanding of the Welsh cultural dimension of the contemporary Applied Arts, and of the Centre's position within that.
- Have five years experience of senior management level work in cultural organisation, including change management and strategic and business planning.
- Have extensive experience of leading on a range of projects and performance management processes, with a comprehensive understanding of key financial and operational issues.

Supervision / Management of People

Responsible for all staff at Ruthin Craft Centre up to 12 full time, part time, casual and volunteer staff including Education Officer, Administration Officer, visiting artists, Curators and freelance project staff.

Special Working Conditions

This is a 37-hour per week position, but flexibility with core working hours is essential including some weekend work. The role requires the ability to work under pressure, meet tight deadlines, lead and manage tasks independently.



Person Specification

The Person Specification sets out the skills, knowledge and experience that we consider to be necessary to carry out the duties of the post effectively.

Post title: Gallery Director

Company: Denbighshire Leisure Ltd

Grade: 11

Innovative Thinking & Problem-Solving

- Lead innovative and creative solutions that drive continuous service improvement and transform business practices, ensuring financial sustainability.
- Structure complex issues to arrive at balanced, well-informed decisions.
- Maintain an open-minded approach with a “solutions-oriented” attitude, adjusting personal style to meet the demands of complex situations.
- Possess the vision to anticipate and lead change, responding effectively to identified needs and managing complex issues in a dynamic environment.

Professional Expertise & Experience

- Managing financial information, budgets, and resource allocation within the public or private sector, with a proven ability to apply Value for Money (VFM) principles to drive efficiency and effectiveness

Communication & Interpersonal Skills

- Communicate and interpret financial data, draw conclusions, and make informed recommendations.
- Collaborate with managers at all levels within Denbighshire Leisure Ltd, influencing, and inspiring others.
- Analyse and evaluate complex issues and situations, with excellent written and oral communication skills.
- Lead and inspire others to deliver exceptional customer service, with excellent communication and presentation skills
- Demonstrate high-level skills in tact, diplomacy, persuasion, negotiation, advocacy, and assertiveness.



Leadership & Management

- Provide strong leadership, fostering a collaborative environment to deliver enhanced services for customers and staff.
- Proactive in initiating and supporting change, adapting to new challenges, and leading better ways to deliver services by generating and exploring new ideas.
- Demonstrated ability to plan, lead and deliver a wide range of activities/projects to multiple deadlines across a team of staff, including experience with staff appraisal systems.
- Strong prioritisation skills and the ability to handle conflicting priorities are crucial.
- A strong commitment to engagement, to access and developing audiences with a sense of accountability for self, the team and customers.

Cultural Awareness & Commitment

- Commitment to equality and diversity, with a strong focus on meeting the needs of all by valuing differences, treating people fairly, and creating an inclusive environment where every individual can feel safe, experience a sense of belonging, and is empowered to achieve their full potential.
- Empathy and appreciation for the Welsh language and culture.
- Ability to work in the medium of Welsh is desirable.

Resilience & Adaptability

- Resilient under pressure, demonstrating toughness, adaptability, and the ability to work autonomously.





Employment Checks/Specific Requirements

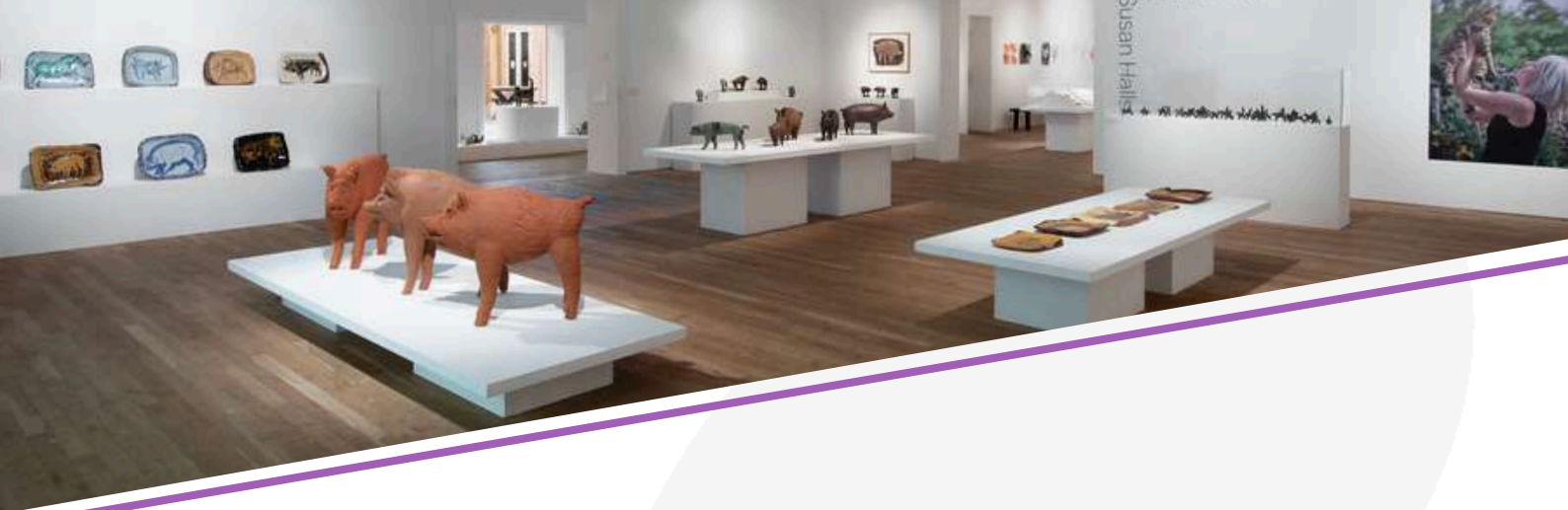
All new starters are required to undergo our standard safer recruitment checks; two satisfactory references covering three years' employment, evidence of essential qualifications, evidence of Right to Work in the UK.

Safeguarding Statement

Denbighshire Leisure Ltd recognises its obligations to safeguard children and adults together with preventing slavery and human trafficking and will do all in its power to prevent slavery and human trafficking within its business. Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery.

Safeguarding is everyone's business, and all Denbighshire Leisure employees are required to work in accordance with the organisation's Child / Adult Safeguarding policies and procedures and have a duty to report any concerns which may be noted during the course of their duties and are asked to be alert to the signs of exploitation. Concerns should be raised via their Designated Safeguarding Manager in order that the organisation can take prompt action when exploitation is identified.





The Three Pillars of DLL

Our community

Within the wider Denbighshire area, our teams work with a network of smaller communities consisting of customers, sports clubs, local groups and residents. We place these communities at the heart of everything we do.

Our People

We believe that our staff are a vital element of Denbighshire Leisure's success. We value the skills and experience everyone brings to their role and although the Company offers a diverse range of services, our teams all have the same qualities in common – they are passionate and driven, with a culture of high performance and a reputation for excellent customer service.

Our Business

Denbighshire Leisure Ltd is a new Company, built from a history of high performance and innovative practice. Over recent years, as a service within Denbighshire County Council, we have built lasting and mutually beneficial relationships with a number of partner organisations. We are looking forward to the continued success of these established partnerships, whilst also developing new and exciting ventures. Within all of our relationships, we are committed to acting with integrity, transparency and courtesy.

Our Values



Ambition & Growth



Trust & Integrity



Excellence & Resilience



Pride & Passion





THANK YOU FOR YOUR INTEREST

For more information please contact Sion Goldsmith, Head of Assets & Compliance, 01824 712725 or sion.goldsmith@denbighshireleisure.co.uk



Cyngor Celfyddydau Cymru
Arts Council of Wales



www.denbighshireleisure.co.uk



DLL Communties



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