

# NEW CONTEMPORARIES

## NEW CONTEMPORARIES JOB DESCRIPTION

Job Title	Deputy Director
Reporting to	Director
Contract	Full-time, permanent
Hours	8 hours a day with one-hour unpaid lunch break
Salary	£42,000 per annum
Probation	6 months
Holiday	25 days

*Note: We're currently trialling a 4-day working week. This role may shift to 5 days/week at the same salary, subject to trustee approval.*

### Key Dates (subject to change)

- **19 May** Applications open
- **15 June** Applications closes
- **9 July** Interviews (*questions shared in advance*)
- **14 July** Second interviews

## ABOUT NEW CONTEMPORARIES

New Contemporaries was established in 1949 by artists and for artists and is the leading organisation supporting emerging artists in the UK. We partner with major national and international institutions including the South London Gallery, Camden Art Centre, MIMA, Middlesbrough and the British Council to provide opportunities for artists that culminate in an annual touring exhibition. Our programmes foster in-depth support, mentorship, training and community, acting as a bridge into professional practice.

## WHY JOIN US?

This is an exciting time to join the organisation as we develop a new vision for the organisation and reimagine how we support artists. The Deputy Director will play a key role in developing and shaping our new vision and business model.

## ABOUT THE ROLE

We are seeking a highly driven and motivated Deputy Director with a passion for contemporary art and a bold, solutions-oriented mindset. This pivotal role works closely with the Director to shape the organisation's evolving vision and business model. The ideal candidate will be a dynamic leader and creative problem solver, ready to challenge conventional thinking and testbed innovative approaches across strategy, operations, fundraising, and governance. With an entrepreneurial spirit and a keen eye for detail and big-picture strategy, the Deputy Director will play a crucial role in driving change, ensuring resilience, and fostering a vibrant future for one of the UK's most important platforms for emerging artists.

You don't need to have done everything before—we value fresh thinking, transferable skills, and a willingness to grow into the role.

## **YOUR KEY RESPONSIBILITIES**

### **Finance:**

- Oversee New Contemporaries financial systems, ensuring they operate efficiently and that all records are maintained in a systematic, timely and accurate manner with support from the Director and Bookkeeper
- Liaise with New Contemporaries' auditors and oversee the smooth running of the annual audit
- Oversee financial and information returns and reports to the appropriate authorities (e.g. Companies House, Charities Commission) on a timely basis
- Oversee the monthly payroll and pensions process, including compliance with statutory employer responsibilities
- Oversee and process invoice payments.

### **Fundraising, Income Generation and Strategic Management:**

- Support the Director and the Board of Trustees to develop a resilient organisation.
- Conduct research and identify potential new sources of funding from a variety of sources (including public, local authority, trusts and foundations, philanthropy)
- Lead in collaboration with the Director on drafting funding applications for revenue and programme funding
- Manage and maintain the funding agreement with Arts Council England including reporting on audience data and impact evaluation
- Coordinate the production of artists' editions and seek outlets for promotion and sales of artist works
- Lead on the design, testing and implementation of New Contemporaries' business model innovations
- Actively participate in the London contemporary art world and network with artists, gallerists, funders and institutions to promote New Contemporaries' work as widely as possible.

### **General Management:**

- Promote and maintain productive relations with strategic and operational partnerships, working alongside and reporting to the Director and the Board of Trustees
- Day-to-day management of the organisation in accordance with the company structure
- Manage procurement and supplier management including contracting and contracts
- Implement, manage and maintain all company policies
- Ensure that the office infrastructure supports all aspects of activity including office supplies, IT equipment, storage, insurance, maintenance and cleaning.

### **Governance:**

- Support the Director in the overall management of the organisation
- Lead the annual review and update of the business plan

- Oversee the organisation's risk management with a particular focus on health & safety, safeguarding, financial, human resources and reputational risks
- Ensure good governance in all aspects of the company activity and introduce management best practice and continuous improvement to company processes
- Support the Board of Trustees, including setting the agenda for meetings, distributing papers and minutes
- Act as Company Secretary for New Contemporaries (including managing relationships and filings with Charity Commission and Companies House).

#### **Essential skills:**

- Experience of managing people and the ability to demonstrate leadership and work flexibly within a small team
- Experience leading and developing fundraising strategies
- Excellent planning and time management, with the ability to multi-task, delegate and prioritise within a busy working environment
- A willingness to carry out a wide variety of tasks
- Strong financial management experience.

#### **Desirable skills:**

- Knowledge of national and international arts organisations and a good network of contacts
- Experience of contract drafting and negotiation
- Experience of working directly with artists, producers, writers and curators
- Comfortable with public speaking.

#### **How to Apply**

Please use the following online form to submit a CV no longer than two sides of A4 as a single PDF and answer the questions, outlining how you meet the criteria and why this role is right for you. Applications can be submitted in written, audio or visual material.

[Complete the application here.](#)

#### **Accessibility and Support**

We're committed to being inclusive. If you need any adjustments during the application or interview process, just let us know — we'll do everything we can to support you. At New Contemporaries, we welcome applications from everyone, especially those currently underrepresented in the arts.

#### **A Final Note**

This job description is a guide, not a checklist. If you're excited about the role but don't meet every single requirement, we still encourage you to apply. We're building a team that reflects a wide range of backgrounds, experiences, and perspectives. We strongly encourage applications from individuals of diverse backgrounds and those from underrepresented groups to help us build a more inclusive and representative workplace.