



## **Craft & Design Manager**

**Part time - 20 hours per week Wednesday – Saturday 10am – 3pm**

**Salary £11,466 - £12,266 (entry point linked to experience)**

### **Background:**

The Barn collaborates with artists, makers and audiences to create learning spaces and experiences that explore how we as humans are deeply interconnected with earth. Over the past 25 years, many artists and makers have used the Barn's building, Wild Garden, Walled Garden and the connecting allotments as a site of experimentation and thinking for arts and ecology. For the past two years, our organisation has been connecting craft to environmental awareness through the concept of '[becoming earthy.](#)' Further thoughts and practices around this idea began to take shape through the [Crafting Interconnections](#) programme at the Barn delivered partnership with Applied Arts Scotland in autumn 2021.

The Barn understands that both makers and customers are thinking about ecological and climate issues more than ever before. We are coming into a new phase of collaborative working within the Barn's activity and want to connect craft and environmental awareness more holistically within the programming and retail offer. The Craft & Design Manager will be a key connector in this transformation. They will manage the Barn's craft and retail spaces whilst utilising the Barn's programme and approach to deliver workshops and events, working closely with partners to explore how slow-living, slow-making, greening and conscious retail approaches evolve.

### **Main Purpose of the Post:**

To lead the curation, development, supervision and operational management of the Barn's retail spaces, primarily FOLD craft and design store. FOLD is a craft, retail and learning space that is home to consciously curated craft and design from the best independent local and national makers.

To work with the programming team and partners to devise and manage a varied programme of contemporary Craft & Design pop-up shops, workshops, training and professional development opportunities for regional makers/designers, which evolve and advocate new approaches to best practice in making, appropriate to the shifting cultural and environmental context in which we live.



The Craft and Design Manager will have a keen interest in environmentally responsible making practices.

The Craft and Design Manager will develop the craft retail spaces and manage product commissions that promote the Barn as a centre for high-quality contemporary craft and design and environmental awareness.

To increase the income-generating potential of the Barn's retail spaces to support the ongoing financial sustainability of the Barn and contribute towards deepening the engagement of visitors, participants and enhancing the overall destination profile of the organisation.

You will be an important member of our small multi-disciplinary team where a positive approach to team-working is vital. The Barn's operations are supported by an extended team of volunteers, and the Craft & Design Manager in conjunction with the Volunteer Coordinator, will be able responsible for coordinating relevant support from within this team when required.

You will be dynamic, organised and solutions focused, with a keen eye for detail and proven creative flair. Retail experience, excellent communication skills and a passion for craft and design and an openness to environmental approaches will ensure that you are a positive ambassador for the Barn in this role.

### **Main Duties of the Post:**

#### **Curation & Programming**

Lead the effective operational management of the Barn's Craft & Design retail spaces.

Liaise with national makers and designers to secure high-quality and environmentally responsible ranges of shop stock.

Curate and manage the display of products within retail spaces, producing and providing product stories and makers information to further enrich the visitor engagement.

Staff FOLD retail space on a regular basis.

Work closely with the Retail Assistant/s and/or volunteers to ensure overall shop appearance, housekeeping standards and excellent visual merchandising are maintained.



Devise and manage a varied programme of contemporary Craft & Design pop-up shops, workshops, training and professional development opportunities for regional makers/designers in collaboration with colleagues and partner agencies.

Assist in preparing FOLD for workshops and events as and when required.

Manage the commissioning process for “Hamewares” craft products that support the Barn’s cultural tourism offer.

Attend relevant trade fairs and events to represent the Barn

### **Stock & Financial Management**

Maintain stock levels, order stock, set prices, code stock, organise annual and regular stock takes and checks.

Manage the budgets relating to the craft retail spaces throughout the Barn site and craft events/workshops.

Maintain product, exhibitor and financial databases relating to all aspects of the Craft & Design Retail.

Working with the General Manager, ensure appropriate levels of insurance cover are in place for stock and hires.

Make arrangement for the delivery and return of craft & design products, condition checking and managing stock inventories.

Ensure that all retail paperwork is updated and accessible to relevant colleagues.

Manage and report on annual income targets that support the ongoing financial sustainability of the organization.

Be a responsible key holder for FOLD.

### **Marketing & Promotion**



Support Scotland's craft & design sector, by providing selling and showcasing opportunities for individual makers and SMEs.

Guided by the Marketing Manager, build the Barn's public role in supporting and promoting high quality craft and design in Aberdeenshire through print and social media campaigns.

Manage the social media streams for FOLD, ensuring they fit with the brand guidelines.

Take the lead responsibility for the timely collation all Craft & Design retail images and copy for the Barn publications/publicity, liaising with makers/designers to source promotional copy and images.

Manage FOLD online website and online sales.

#### Monitoring & Evaluation

To provide the Senior Management Team with regular analysis of sales figures, feedback, and social media engagement statistics.

To provide the Senior Management Team with regular budget reports.

#### Team Working

Undertake reception and front of house duties within the Barn's retail areas when required.

Liaise with Programming, Learning, Marketing and Operational teams in order to embed the Barn's Craft Development work into the venue's wider creative programmes.

Brief and supervise Barn volunteers with regard to their stewarding and sales in FOLD.

Management of Retail Assistant.

#### General

- To participate in relevant team meetings
- To provide relevant copy and data as required for funding applications and monitoring reports
- In liaison with the Senior Management Team, respond to any complaints received in an effective and appropriate manner



- To support teambuilding and fundraising events as part of the wider Barn team

## Skills and Person Specifications

Essential	Desirable
<ul style="list-style-type: none"> <li>• At least 1 year's experience of managing a creative retail or commercial environment</li> <li>• Customer focussed attitude</li> <li>• Natural creative flair</li> <li>• Demonstrable knowledge of, and contacts within, the craft &amp; design sectors in Scotland</li> <li>• Ability to create, update and manage website and/or social media content</li> <li>• Excellent ICT skills</li> <li>• Experience of financial and budget management</li> <li>• Excellent multi-tasking and organisational skills</li> <li>• Ability to work under own initiative, work to deadlines, and deliver to agreed targets.</li> <li>• Excellent verbal and written communication skills</li> <li>• Excellent interpersonal skills, with the ability to engage with people of all ages and backgrounds</li> <li>• A positive and solutions focussed approach in the workplace</li> <li>• Ability to work productively under pressure, and maintain attention to detail</li> <li>• Effective team player</li> <li>• Ability to travel independently</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant training or professional qualifications in the arts, creative industries or retail sectors</li> <li>• Interest and knowledge of environmentally responsible making</li> <li>• Graphic design skills</li> <li>• Experience of working with volunteers in a mentoring, training or supervisory role</li> <li>• Willingness to travel occasionally to establish professional contacts, attend national training and trade events</li> </ul>

## Hours

20 hours per week, Wednesday – Saturday 10am – 3pm

A flexi-time system is in place to accommodate work outwith these core hours



### **Pay and Contract**

This is a permanent post. A six-month probationary period will be required  
112 hours Annual Leave entitlement (equivalent to 28 days pro rata)  
Salary range £11,466 - £12,266 per annum (entry point dependent on experience)  
Automatic enrolment into company pension scheme

### **Benefits**

Complimentary tickets to selected shows  
Priority booking for selected events at the Barn

### **To Apply**

Please submit an up to date CV and covering letter outlining your experience and suitability for the post, making specific reference to the job requirements and criteria.

**Application deadline:** Tuesday 26 April 2022 @ 5pm

Please send all applications to [mail@thebarnarts.co.uk](mailto:mail@thebarnarts.co.uk)

Or, by post to The Barn, Burn o' Bennie, Banchory, AB31 5QA marked **Craft & Design Manager**

We welcome applications from anybody who feels they can bring their own experiences and ideas to the Barn. We encourage applications from people who are underrepresented in our organisation and in the arts and cultural sector. In particular we encourage submissions from people who identify as disabled, neurodivergent, from the global majority (referring to people who are Black, Asian, Brown, dual-heritage, indigenous to the global south and/or have been racialised as 'ethnic minorities') and/or otherwise marginalised in the arts, craft and design sector.

For more information on the Barn and our work visit [www.thebarnarts.co.uk](http://www.thebarnarts.co.uk)