



# TREMENHEERE

## Sculpture Gardens

**Job role:** Gallery and Marketing Coordinator

**Salary:** Please include your salary expectation in cover letter

**Employment term:** A 12-month contract in the first instance, but likely to be made permanent for the right candidate.

**Days/Hours of work:** 28 hours a week, over four days April - September and 14 hours a week, over two days October - March. There is the option for annualised pay. You must be available to work Saturdays between April and September.

**Deadline for application:** 10am, Friday 18 February.

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### **Summary of the role**

We are looking for someone to join our small friendly team, who will mainly operate from Tremeneheere Gallery and work closely with the Gallery Manager to oversee the daily running of the Gallery, secure sales and plan future exhibitions.

The role will also involve coordinating Tremeneheere's digital marketing activity; including posting on social media, managing our website and creating email campaigns.

Working as part of a small team, the successful candidate will be flexible, enjoy a varied workload and be eager to play a pivotal role in coordinating various aspects of the busy Sculpture Gardens' day-to-day operations.

We're open to hearing from people with different skills and experience, but the role will ideally suit someone with experience of website and social media management, creating engaging digital content for businesses, an interest in contemporary art, and experience of working in a commercial gallery.

### **Main Responsibilities**

Share invigilation of the Gallery; oversee daily opening and closing duties, including cleaning.

Secure and process artwork sales, including following up initial enquires, building relationships with potential clients and after-sale care such as arranging deliveries.

Assist with monthly exhibition changeovers between May and October, including hanging and taking down exhibitions.

Working alongside the Directors and Gallery Manager to plan forthcoming exhibitions.

Manage the Tremenheere websites; ensuring information, copy and images are up to date at all times.

Oversee social media accounts; create and publish social media content that maintains a strong company voice and encourages audiences to take action.

Design and implement direct email marketing campaigns using MailChimp on a once or twice monthly basis.

Perform general administrative tasks and coordinate daily operations.

Support the rest of the team with various elements of running a busy visitor attraction, including occasional cover of the garden ticket shed, as well as acting as a responsible officer for weddings when necessary.

## **About Tremenheere Sculpture Gardens**

Tremenheere Sculpture Gardens' dramatic landscape, combined with large-scale, exotic, sub-tropical planting, provides the backdrop to contemplative and inspiring art by internationally renowned artists. A major attraction near Penzance in West Cornwall, Tremenheere can be found in a beautiful sheltered valley, overlooking St Michael's Mount, with an evolving programme of contemporary artwork.

Tremenheere Gallery opened in January 2017 and is an important addition to the arts and gallery scene in Penzance and Cornwall generally, hosting exhibitions of work by local, national and international artists. With two exhibition spaces, across two floors, the beautiful oak-framed building is one of the largest purpose-built galleries in Cornwall.

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**To apply please email a CV and a short cover letter explaining why you think you are right for the role to Tom Heale ([tom@tremenheere.co.uk](mailto:tom@tremenheere.co.uk)). Potential candidates are also welcome to contact Tom via email to find out more about the role.**