

# FABRICA

Fabrica is a visual arts organisation based in a former Regency church in the heart of Brighton, which commissions contemporary visual art installations specific to the building.

Each year Fabrica presents high quality contemporary art exhibitions for a large and diverse audience. Our exhibitions are free so that everyone has the opportunity to connect with art, and the big life questions it asks of us all.

Also, Fabrica regularly runs activities at the gallery and in community settings helping thousands of people to explore art and their own creativity, and in doing so increase their wellbeing, develop a sense of purpose and be with others. These activities particularly serve people who find it harder to travel and might otherwise not participate in creative or cultural activity.

Fabrica's mission is to present high-quality art and craft to a broad audience, enabling more people to access, enjoy and learn from it.

We believe that everyone should have the opportunity to experience high-quality art, and the opportunity for creative participation in the arts. Fabrica exists to provide this opportunity to a broad range of people, including those who face barriers relating to their background, age, identity or circumstances.

[www.fabrica.org.uk](http://www.fabrica.org.uk)

## Further Information

There are six interlinked strands that define Fabrica's activity.

- Exhibition Programme

We show three - four exhibitions a year, either new commissions for mid-career artists or completely reconfigured works by artists of international renown.

- Learning and Education

As a registered charity with an educational mission we are committed to generating interest and excitement about art and creativity, through and around learning. We work with schools, further and higher education students and community groups to give everyone the opportunity to participate creatively in the arts through access to drawing, making, writing, co-curation or other forms of active participation.

- Artist Development

Taking a partnership-based approach by collaborating with artist support organisations to create opportunities to support a broad base of artists based in the South East. Each year Fabrica provides three Making Space and two paid artist residencies. In Between Gallery.

- Volunteer and Work Placement Scheme

Volunteers are an integral part of Fabrica's team. Volunteers support us in the day-to-day running of the organisation, particularly in front of house but we believe that volunteers also bring their own skills, experience, interests and personality to Fabrica and by so doing impact the organisation.

- Venue Hire

Fabrica is a unique venue for hire. An unusual and relaxed space in a fantastic central location, Fabrica combines unexpected delights with traditional characteristics. The venue is perfect for weddings, corporate events, Christmas parties and more.

- Film at Fabrica

Beyond commissioning new film work for the exhibition programme, we provide a year-round programme that profiles and develops new creative talent.

Registered charity number: 1055584

Fabrica is managed by a board of nine Trustees, supported by a team of 14 staff and 120 volunteers. The core Fabrica team members are:

- **Director: Liz Whitehead.** Responsible for the strategic development of the organisation, artistic vision and programme, and associated fundraising; oversight on general fundraising and financial planning. 4 days per week.
- **Finance Administrator: Shongé Holdgate.** Responsible for financial systems: payments, bookkeeping, financial reporting and forecasting, including presenting financial information to the Board of Trustees. 2 days per week.
- **Communications Manager: Laura London.** Responsible for delivering Fabrica's cross-media communication strategy. 4 days per week.
- **Audience Development Manager: Clare Hankinson.** Developing partnerships and engagement programmes that will attract specific targeted audiences, as well as fundraising for project delivery. 4 days per week. Lead for Film.
- **Commercial Manager: Elin Venner.** Responsible for managing Fabrica's commercial income operation. 4 days per week.
- **Gallery Manager: Sally Connellan.** Responsible for creating a safe and welcoming environment for the public during exhibitions. Manages the Volunteer Coordinators, and the training and development programme Fabrica provides for all volunteers each year. 3 days per week.
- **Administrator: Peter Stonhold.** Responsible for the smooth running of the office and building. 3.5 days per week.
- **Production Assistant (Creative Programme): Valerie Furnham.** Supporting the Director on the sitting, technical and functional aspects of Fabrica's exhibitions and experimental artist projects. 3 days per week.
- **Volunteer Coordinators: James Gasston, Petra Giffard and Bea Morris.** Responsible for managing volunteers across a range of activities.
- **Cleaner: Iris Madariaga.** 12 hours per week.

Staff are supported in their administrative roles by volunteers and paid interns/work placements.

## Diversity

Each application will be considered on its merit, but we believe that diversity strengthens and enriches us, and that it is the responsibility of everyone at Fabrica to make the arts and cultural sector a more diverse and equal place. Therefore, we particularly encourage and welcome applications from ethnic minorities, those with disabilities and other underrepresented groups.

Anyone who meets the requirements of this job is eligible for employment within Fabrica irrespective of age, disability, employment status, gender, health, marital status, sexual preference, membership or non-membership of a trade union, nationality, race, religion, social class or other non-job-relevant personal characteristics.

We make every effort to eliminate discrimination, direct and indirect, from our recruitment and selection process. Where applicable, reasonable adjustments will be made at each stage of the recruitment and selection process as required to reduce any potential barriers faced by applicants and to give them equal access to employment opportunities.

Shortlisted candidates will be invited to an interview

- As a [Disability Confident Committed Employer](#) we have committed to:
- Ensure our recruitment process is inclusive and accessible
- Communicating and promoting vacancies
- Offering an interview to disabled people
- Anticipating and providing reasonable adjustments as required
- Supporting any existing employee who acquires a disability or long-term health condition, enabling them to stay in work
- At least one activity that will make a difference for disabled people