

Date of Birth: 30th July 1964
Place of Birth: Wellington, New Zealand.
Nationality: British Citizen.

EDUCATION:

1978 -1982: Wellington High School, Wellington, New Zealand.
NZ equivalent of: 5 'A' levels [Art, Art History, English, French, Maths].
1983 - 1985: Elam School of Fine Arts, University of Auckland, New Zealand.
1988 Graduated with BA in Fine Arts

EMPLOYMENT HISTORY:

June 2009 – ongoing

Assistant Director, Head of Property, Bow Arts Trust

Main responsibilities:

Overall responsibility for developing and maintaining the Trust's property portfolio
Strategic business planning, with a particular focus on property, and the links with the Trust's wider objectives.

May 2006 – June 2009

Estates Manager, ACAVA [p/t]

Main responsibilities:

- The maintenance and health and safety supervision of all ACAVA premises.
- Control of the maintenance and studio development budgets.
- Assisting the Artistic Director with the development of studio capacity.

November 2005 – ongoing

Freelance Consultant / Researcher

Research and advocacy reports for the visual artists' studio sector in the UK

Current and recent clients include:

- ACME, recently published survey: "Commercial workspace provision for visual artists- a comparison with the affordable sector"¹
- National Federation of Artists Studio Providers, three published reports, looking at organisational and charitable models within the artists studio provider sector, health and safety for studios organisations, and examining the public benefit deriving from two studio groups in Nottingham.

December 2006 – ongoing

Freelance web design

Web design, web building, and hosting packages for individuals and organisations.

More details and clients on this can be found on my website:

<http://www.artistspace.info>

April 2003 – November 2005

Director, Property Portfolio & Capital Development, Art Services Grants

Limited [SPACE] The Triangle, 129-131 Mare St, London E8 3RH

April 2002 – March 2003

**Deputy Director,
SPACE**

April 2001 – March 2002

**Development
Manager, SPACE**

**November 2000 –
March 2001**

**Funding Officer,
SPACE**

- Strategic fundraising for capital development of new premises and related

¹ Available from Acme's website: http://www.acme.org.uk/cubey_report.pdf

- revenue activities.
- Management, delivery and monitoring of existing projects and funding requirements.
- Developing and monitoring cashflows, budgets and output reports for all funders.
- Project management of all capital development, and related revenue programme activities.
- Developing rent schedules and letting strategy.
- Lease renewals and rent renewals on existing sites, rating issues etc.
- Identification and investigation into potential new properties and supporting programmes.
- Advocacy work for the affordable studio sector at local, regional and national level.
- Support to other departments on funding bids / marketing / residencies /use of facilities.
- Management of team of 5.
- Policy and strategic development with other members of senior management team.

July 1994 - September 2000:

Sole Manager of Cable Street Studios + Gallery 566 Cable Street, London E1W 3HB.

- Advised Board of Trustees and landlords on policy and development. Expanded site from 55 studios to 150, increased occupancy from 40 artists to 175 artists.
- Maintained full occupancy of the studios arranging new lettings and all marketing involved in this; managing the finances associated with the studios; in particular the collection of rents and other accounts owing;
- Promoted and raised the profile of the studios and galleries, developed and maintaining databases for all aspects of organisation; organised annual Open Studios weekends; developed an exhibition policy and programme for the gallery; organised the committee of eight volunteers; overall management of the gallery at all times.

September 1989 - March 1990, December 1990 - September 1995:

Second hand bookseller

Quinto Bookshop, 48a Charing Cross Rd, London WC2H.

Responsibilities included:

General customer enquiries, general sales duties, daily banking and weekly paperwork, stock control, all general bookshop duties.

April 1990 – October 1990

Painting full time and fine art research in Paris for 6 months. Self funded.

February 1989 – August 1989

Travelled in Europe, mainly Italy, visiting galleries. Self funded.

March 1986 to November 1987 and Exhibitions Technician

October 1988 to February 1989 Wellington City Art Gallery, New Zealand.

[Employed and Freelance]

Responsibilities included:

Preparation and planning of all exhibitions, mounting and framing works for exhibition, hanging and lighting of exhibitions; condition reporting of works of art for touring exhibitions; packing and handling of works of art for transport; liaising with artists. The work often involved overtime and working to extremely tight deadlines. In addition I was employed on weekends at front of gallery reception; dealing with public enquiries; promotion of the gallery; liaising with security staff.

March to October 1988

Library assistant

University of Auckland, New Zealand.

Responsibilities included:

General library duties; cataloguing; customer enquiries.

VOLUNTARY WORK:

- 2007 - ongoing** **Trustee, Bow Arts Trust.** Bow Arts Trust is an arts education charity and provides affordable studio space for 90+ visual artists
- 2005 –2007** **Member of the steering group of National Federation of Artists' Studio Providers.** Steering group to establish the first national organisation of affordable artists studio providers in England.
- 2003 - ongoing** **Governor of Torriano Infant School [Chair]**
- 2002 - ongoing** **Community art projects with young children,** regenerating school and community playgrounds with children's artwork
- 1997 - 1999** **Founder Member of the Cable Street Gallery Committee.** A group of 6-8 artist members formed the founding body of the Cable Street Gallery and I was responsible for the development of the Gallery's constitution and exhibiting programme.
- 1979 - 1988** **Active member of PhotoForum,** an artist led photography organisation in New Zealand. I was mainly involved in the running of the PhotoForum Gallery and in writing/editing for the PhotoForum Journal.
- 1983- 1984** **Founded and ran a Film Society** at Auckland University, New Zealand. Programming of films over 2 year period, organising, designing and distributing publicity material and organising membership events.

KNOWLEDGE: [Visual Arts /Fund raising/Contacts]

I trained as an artist [photographer and painter] and have exhibited regularly over the last 15 years. I have been involved with arts organisations and with artists most of my working life, and have a very good understanding of the problems and challenges that face both artists and arts organisations, and the benefits that can be gained from artists working in partnership with community organisations.

I am a good communicator and believe that I have the ability to get the support and backing of individuals and organisations for good projects.

Over the last decade in East London, I have built up strong contacts with most of the key studio providers in London, and elsewhere in the UK; with local, regional and national funding bodies; Local Authorities; and Development agencies.

I have been successful on a number of occasions at raising funds for capital projects and revenue activity. Between 2001-2005 I raised over £2 million in capital funds for SPACE [mostly from ERDF, as well as ACE, NRF and Section 106 funds], as well as revenue funds for associated art projects, and residencies involving local BME community arts based groups.

SKILLS:

FINANCIAL MANAGEMENT

At SPACE I worked closely with the CEO and other Directors on setting annual budgets, rent levels and cashflows. In addition each funded project required careful management and monitoring in order to meet funders requirements and to be delivered within budget.

Arrears at SPACE were reduced under my management from an average of 8% when I started to an average of 3- 4%.

<http://www.cubey.org>

I have been responsible for delivering Capital projects with budgets between £250,000 to £1,300,000. The annual studio rental income at SPACE was £1,350,000. Cable Street Studios had an annual rental income of around £225,000.

I am careful and thorough when dealing with figures, and have experience of analysing financial information to see where problems in budgets may arise.

PROJECT MANAGEMENT

At ACAVA I manage a portfolio of 17 buildings, responsible for the health and safety and upkeep on all sites. In addition I work alongside the Director in assessing feasibility for new studio developments and project manage associated building projects.

I managed two large Capital projects at SPACE, the Triangle Studios [£1,300,000], and Sara Lane Studios [£250,000]. I was involved in all facets of the project, from initial funding, through on site progress to final monitoring, letting and programme commencement.

I am well used to prioritising tasks, remaining calm under pressure, and I have the ability to switch between different tasks and use widely different skills on a daily basis.

At Cable St Studios between 1994-2000, there was an increase in the number of studios from 55 to 155. At the start of 1994 there was on approximately 70% occupancy. By 1997/8 there was on average 98% occupancy at any given time, with triple the number of studios by 1999, and over 350 on a waiting list for studio space. I developed the spaces and programme for the Cable Street Gallery from scratch, in association with a volunteer committee of 5 other artists at the Studios. From the gallery opening in late 1997 to the end of 1999 there were over 60 exhibitions, an average of 20 -24 exhibitions per year with the two gallery spaces running concurrently. In addition to the Gallery programme I also coordinated very successful annual Open Studio events with the 150 individual studio artists between 1994 and 2000.

COMMUNICATION

I consider myself a good communicator, advocate and negotiator, with the ability to liaise with artists, the general public, other staff and Board of Directors, and external bodies such as funding organisations.

I frequently have had to resolve disputes between artists with their individual needs and the wider needs of the organisation of which they are part. I have chaired some very difficult meetings of artists and managed to diffuse angry situations and carry through unpopular issues such as rent increases.

I have spoken at conferences and run workshops in both London and Rotterdam, both to large audiences and smaller groups.

I frequently have to explain and persuade both individuals and organisations about what an artist is, and why what they do is important, what support structures they need, and what the benefits can be, both for artists and the wider community.

STAFF MANAGEMENT

At ACAVA I manage the maintenance manager, part time self-employed caretakers on all studio sites and external contractors.

At SPACE I was part of the senior management team of Directors. I managed a team of 5 staff, directly line managing 3 staff. I gave team members the opportunity to develop their roles and abilities with support and guidance as needed.

The Cable Street Gallery was run exclusively with the help of artist volunteers. My role as manager was to ensure that the volunteer members understood clearly their responsibilities and worked within the guidelines of the organisation, and were able to use the skill and experience they brought to the job to the fullest. Many of those who originally began as volunteers for the Gallery are now working as curators, or in education within the arts.

IT SKILLS

I am highly computer literate, am comfortable using both Windows and Mac platforms and a wide variety of software applications, all standard Office programs, including PowerPoint, Filemaker amongst others.

I have designed and built several websites.

I have developed and maintained databases for the purposes of press contacts, artists' studio members, a network of arts organisations, individual mailing lists, and fund raising contacts.

I understand the issues around office networking and wireless technology.

I enjoy using computers and am not fazed by the problems that they sometimes present. At SPACE I was the lead person on IT strategy and IT support.

MARKETING, PROMOTION AND PUBLICITY

At SPACE I instigated online marketing and promotion of the studios, and as part of the senior management team was instrumental in setting up the SPACE website. At Cable Street Studios and Gallery I established an identity for the Gallery, with a minimum amount of time and resources spent on each exhibition. Audiences for the Gallery and Open Studios increased, over 3,000 attended the last Open Studio event in June 2000, as well as demand for studios. I instigated a web site for the studios and gallery.

REFERENCES

References are readily available on request.

SOLO EXHIBITIONS

- 1986 Bowen Galleries, Wellington, New Zealand
- 1988 Bowen Galleries, Wellington, New Zealand
- 1990 Delia Grace Galleries, Wellington, New Zealand
- 1992 Brooker Gallery, Wellington, New Zealand
- 1993 Brooker Gallery, Wellington, New Zealand
Islington Arts Factory, London
- 1994 Beatty Gallery, Sydney, Australia
- 1995 Beatty Gallery, Sydney, Australia
Brooker Gallery, Wellington, New Zealand
- 1997 Brooker Gallery, Wellington, New Zealand
This Thing About Paint, Cable St Gallery, London
- 1998 Brian Queenin Gallery, Wellington, New Zealand
- 2000 Bowen Galleries, Wellington, New Zealand
- 2002 Bowen Galleries, Wellington, New Zealand
- 2004 Bowen Galleries, Wellington, New Zealand
- 2006 Bowen Galleries, Wellington, New Zealand
- 2008 Bowen Galleries, Wellington, New Zealand

GROUP EXHIBITIONS

- 1985 Bowen Galleries, Wellington, New Zealand
- 1986 Bowen Galleries, Wellington, New Zealand
- 1987 Bowen Galleries, Wellington, New Zealand
- 1988 Goodman Suter Biennale, Nelson, New Zealand
- 1989 Brooker Gallery, Wellington, New Zealand
- 1991 South Bank Picture Show, Royal Festival Hall, London
- 1992 Brooker Gallery, Wellington, New Zealand
Art For Sale [in conjunction with "The Guardian", London
Beardsmore Gallery, London
- 1993 Brooker Gallery, Wellington, New Zealand
L'Escargot Restaurant / X.O Gallery, London
- 1994 Brooker Gallery, Wellington, New Zealand
Beatty Gallery, Sydney, Australia
Cable Street Open Studios, London
Wellington City Art Gallery, Wellington, New Zealand
Beardsmore Gallery, London
- 1995 ART '95, London Beardsmore Gallery,
London Royal Overseas League, London [winner of overseas prize]
Brooker Gallery, Wellington, New Zealand
- 1996 Brooker Gallery, Wellington, New Zealand
Cable Street Open Studios, London
- 1997 Brooker Gallery, Wellington, New Zealand
Cable Street Open Studios, London
- 1998 Cable Street Open Studios, London
- 1999 Upstairs at the Clerk's House, London 1
Idiom Gallery, Wellington, New Zealand
- 1999 Cable Street Open Studios, London
- 2000 Cable St Studios, London
- 2000 Bowen Galleries, Wellington, New Zealand
- 2002 Bowen Galleries, Wellington, New Zealand
- 2003 Bowen Galleries, Wellington, New Zealand
- 2004 Bowen Galleries, Wellington, New Zealand
- 2007 Art Roadshow, touring, New Zealand

