

CHANNELS

The background is a complex collage. On the left, there are two framed portraits: the top one is a stylized face with a large nose, and the bottom one is a man's face. In the center, a bronze bust of a woman's head is prominent. Behind it, a blurred image of two people in a room is visible. To the right, another portrait is partially seen. Thick, braided ropes hang across the top and sides. At the bottom, there are several bottles, including one labeled 'EMIRNOFF' and a spray bottle.

2030 CAMPAIGNS MANAGER – RECRUITMENT PACK

Charleston
is a place
that brings
people
together
to engage
with art
and ideas.





2030 Campaigns Manager

Reporting to	Head of Development
Contract	Fixed Term, two year contract
Salary	£27,700 - £33,800 pro rata
Hours	35 hours per week. Some evening and weekend work will be required.
Location	Charleston in Firle (BN8 6LL) & Charleston in Lewes (BN7 1FB)

Access

For any support or questions relating to access please contact jobs@charleston.org.uk.

This role is based between our two sites, Charleston in Lewes and Charleston in Firle. We recognise accessing our rural site, Charleston in Firle, may be a barrier for some applicants so we endeavour to overcome this through flexible working.

Many staff use the [Flexi-bus](#) service from Lewes station to Charleston in Firle. Additionally, while this cannot be guaranteed every day, we have a culture of carsharing to help each other get to work with ease.

We are a flexible organisation and operate a hybrid working model, allowing staff to work from home and in the office as agreed with their line manager, making commutes feel more manageable.



About Charleston

Charleston brings people together to engage with art and ideas across our two sites in Firle and Lewes.

The modernist home and studio of the painters Vanessa Bell and Duncan Grant, Charleston was a gathering point for some of the 20th century's most radical artists and writers known collectively as the Bloomsbury group.

The Charleston Trust was formed in 1980 and is responsible for the care of Charleston's house and collections. Today, we present a year-round programme of exhibitions, festivals and events.

In 2021, we recruited an Equity Diversity and Inclusion Advisory Group to monitor, support, challenge and inspire the organisation, ensuring Charleston become an inclusive arts centre with diversity and access at its heart.

Our vision and values

OUR VISION - A DIFFERENT WAY OF LIVING: Charleston is a bold, pioneering public space for art, championing experimental thinking, liberal values and social inclusion towards a different way of living.

OUR OFFER - ART AS A WAY OF LIFE: Originally a gathering place for the Bloomsbury group, Charleston today offers an open round table where artists, writers and visitors can share a dialogue about the nature and value of art as a way of life.

OUR PURPOSE - PROVOKING NEW THINKING: At Charleston, we believe that art in all its forms has a clear social value with the power to provoke new thinking and imagine society differently.

OUR VALUES

BOLD: We're daring and progressive, with the courage to take imaginative risks.

INTELLIGENT: We're unafraid to engage with new ideas and critical thinking around challenging topics.

OPEN: We celebrate difference, actively fostering a culture of openness, inclusion and collaboration.

PLAYFUL: We're experimental and a bit irreverent, with an agile and inquisitive approach to our work.



Main purpose of role

As Charleston approaches its 50th anniversary in 2030, the 2030 Campaigns Manager will coordinate a number of projects to support Charleston's long-term ambitions.

Working closely with the Director, who leads Charleston's endowment campaign, and the Head of Development, the postholder will play a key role in supporting Charleston's £15 million endowment campaign and coordinating the 50 for 50 campaign, which aims to secure 50 significant Bloomsbury works by 2030.

The role will oversee the planning and delivery of campaign-related projects, including a major fundraising auction, and the development of systems and processes to track, monitor and steward acquisitions, pledges and campaign stakeholders. Through effective project management, stakeholder engagement and cross-departmental collaboration, the postholder will help build momentum towards Charleston's 50th anniversary.



Duties and responsibilities

Endowment Campaign

- Coordinate projects and activities supporting Charleston's £15 million endowment campaign.
- Support the planning and delivery of a major fundraising auction
- Coordinate relationships with artists, collectors, galleries, supporters, trustees and other partners involved in the delivery of Charleston's 2030 campaigns.
- Manage project plans, communications, events and reporting related to campaign activity.
- Support stewardship and engagement opportunities for campaign supporters.
- Prepare briefing materials, reports and updates for senior leadership and trustees.

50 for 50 Campaign

- Coordinate Charleston's 50 for 50 campaign, which aims to secure 50 significant Bloomsbury works by 2030, bringing important works from private ownership into Charleston's collection where they can be made accessible to the public, including the leadership of high-profile off-site exhibitions promoting the campaign.
- Develop and maintain systems for tracking prospects, pledges, gifts, acquisitions and bequests.
- Work closely with the Heads of Development and Collections & Research to establish effective processes for identifying, monitoring and securing potential acquisitions.
- Coordinate stewardship and communications for donors, collectors and supporters contributing to the campaign.
- Support the accessioning process by coordinating information, documentation and communication between donors, curatorial colleagues and other stakeholders.
- Monitor progress against campaign targets and provide regular reporting to senior leadership and trustees.

This list of duties and responsibilities is not intended to be exhaustive. The job holder will be expected to take on additional tasks when required; these tasks will be in keeping with the general profile of the role.



Person specification

Essential

- Experience coordinating complex projects, campaigns, exhibitions or events.
- Excellent organisational skills with the ability to manage multiple priorities and deadlines.
- Experience establishing and managing systems and processes to support projects, campaigns or stakeholder relationships.
- Strong interpersonal and stakeholder management skills.
- Excellent written and verbal communication skills.
- Strong administrative skills and attention to detail.
- Experience maintaining accurate records and producing reports.
- Ability to work collaboratively across departments.
- An interest in visual arts, heritage, museums, galleries or the cultural sector.

Desirable

- Experience working in the arts, heritage or cultural sector.
- Experience delivering exhibitions, auctions or public-facing events.
- Experience working with artists, galleries, collectors or cultural organisations.
- Experience supporting donor stewardship or membership programmes.
- Experience working with trustees, volunteers or senior stakeholders.
- Knowledge of the Bloomsbury group, Charleston and its collections.



How to apply

Charleston is committed to equal and equitable opportunities, and to becoming a workforce that represents the diversity of our community. We positively encourage applications from Disabled people, Global Majority people, and working-class people, as people from these groups are currently underrepresented in our organisation.

Application deadline: Sunday 23 August, 2026

Interviews: Wednesday 9 September at Charleston in Lewes, BN7 1AB

To apply, please email a covering letter of no more than 2 pages detailing how you meet the person specification, along with a CV to jobs@charleston.org.uk

Alternatively, you can submit a link to an audio or video file that details how you meet the person specification, with an overview of your professional experience and skills. This should be no more than 10 minutes.

Please also complete a voluntary equal opportunities monitoring form [here](#).

Interview process

Shortlisting

We will create a shortlist of applicants for interview based entirely on merit and suitability for the role, assessed against the person specification. If you are not selected to progress to the interview stage, we will let you know the outcome of the shortlisting process. Due to capacity, we're unfortunately unable to provide individual feedback at this stage.

Interviews

We will share the core interview questions with you in advance so you can feel prepared. There may be a few questions that won't be shared ahead of time, but we'll keep these to a minimum.

If you require any reasonable adjustments to support you during the interview process, please do let us know in advance, we're happy to help.

If you're not successful following the interview, you're welcome to request feedback on your performance.

All positions at Charleston are offered subject to the following conditions:

- Receipt of two satisfactory references
- Proof that you are legally entitled to work in the UK

For further questions about the role, please email exec@charleston.org.uk.

CHA N O P S

2030 CAMPAIGNS MANAGER – RECRUITMENT PACK