



JOB PACK
Studio Holder Support
Space for Artists

EAST ST ARTS



Hello

We are so pleased that you are interested in this post. If you don't already know us - East Street Arts are a creative social enterprise and charity. We create space for making art, social events and learning opportunities to make our cities better places to live and work.

Our work can be seen on buildings, the high street and in neighbourhoods. We are here to support artists as we believe they have the talent, energy, ideas and determination to change our worlds.

Founded by two artists 27 years ago, we continue to be led by Karen Watson and Jon Wakeman as Artistic Directors. The team is made up of 15 staff members and freelancers working across a diverse range of programmes and projects.

This is an opportunity for someone who wants to play a significant part in the progress of a thriving, dynamic and creative company based in Leeds and working nationally and internationally.

We are looking for someone with real passion and dedication to supporting artists in their work and development to deliver their work meaningfully to their peers and audiences. We always work with an entrepreneurial spirit, which means we like to do things differently, take risks and change our minds! We aren't afraid to fail and will always put supporting artists in creating quality programmes at the forefront of all our decision making.

If you're someone who enjoys supporting artists to realise their ambitions, is skilled at cultivating relationships, gets a kick out of connecting people with opportunities and takes pride in being organised and adaptable then this is the role for you.

We recognise how important it is to have the right support on hand for our studio holders; we're looking for someone who has great communication and administrative skills to help us maintain and develop the communities in our workspaces and enhance the studio holder experience. Alongside the customer facing parts of the role, a large part of this position includes working with the team to secure our business rates and utility accounts which is vital to the smooth running of the project.

We encourage applications from those with less visibility in the arts. And specifically welcome applications from LGBTQIA+, Disabled and Black, Asian and Minority Ethnic candidates. Self-definition is at the sole discretion of the applicant.

We are happy to make reasonable adjustments to our recruitment process, interviews and of course the way we work and our workplace to adapt to the needs of any employee experiencing access barriers. If you're interested in this role, but aren't sure if it is for you, you are welcome to contact us for an informal conversation. We can tell you a bit about what it is like to work here, and you can ask any questions you need to before committing to applying. We are trying to make our application process as open and accessible as possible, so if you have any feedback we would love to hear it.

Otherwise, read on and apply! We can't wait to hear from you.

Karen and Jon

SUPPORT

If you're someone who enjoys supporting artists to realise their ambitions, is skilled at cultivating relationships, gets a kick out of connecting people with opportunities and takes pride in being organised and adaptable then this is the role for you.



Role Overview

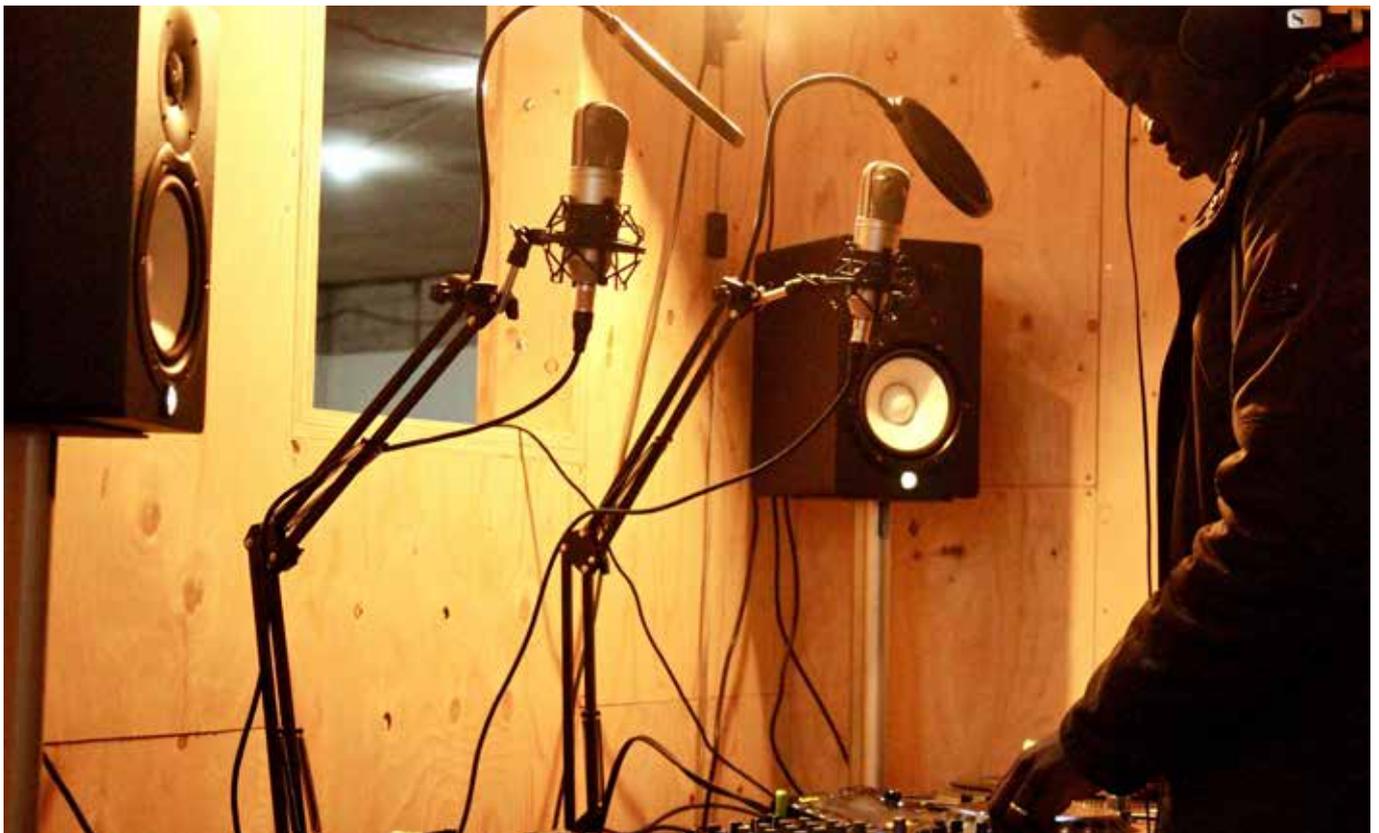
Our space for artists programme supports over 300 artists and arts organisations and manages over 100 properties in 33 different local authorities across the UK. You will support the team by working nationally to build relationships with artists who occupy our spaces, coordinate systems that underpin the smooth running of the project, process account applications and research new locations for us to work in.

On the whole

You will interact with a range of studio holders and workspaces across the UK. You will process and allocate studio spaces, actively research cultural activities and opportunities in new geographical locations, respond to studio holder enquiries and develop online content based on studio holder activity. You will also travel nationally to our studios performing building inspections and inductions and meeting with stakeholders.

A significant part of your time will be spent focused on supporting the administrative elements of the project - you'll be making and following up on business rates and utilities account applications and supporting the General Manager to make sure our financial and record keeping systems are up to date.

We believe our purpose is rooted in the urgent need to ensure better livelihoods for artists and our neighbours.



A day in the life at East Street Arts

This role will be central to managing studio holder relationships and their experience as a studio holder at East Street Arts.

You'll spend your days meeting with artists, viewing buildings, processing documents, signposting opportunities, building relationships in the sector and supporting the team to keep our database up to date and complete applications for business rates and utility accounts.

A lot of the work will require excellent interpersonal, problem solving and time management skills. You'll be organised, resourceful, self-motivated and ready to get involved in the range of work we do while being supportive of your co-workers.

This role could help you develop the skills to eventually help you to qualify for Project Manager roles and the network you will make could help identify other projects and people you might work with in the future.



Person Spec

Essential

- Proven experience of working with artists and/or creative groups
- Demonstrable understanding of artistic practices and the challenges artists face
- Understanding and knowledge of the sector and ability to signpost opportunities that support artists
- Knowledge of artists and arts organisations working across the UK
- Excellent interpersonal skills and the ability to communicate and empathise with a diverse range of people
- Proven experience of managing multiple administrative systems and tasks
- Ability to work independently and recognise potential for improvement in work processes
- Ability to multitask, prioritise workloads and deal with conflicting deadlines
- Confident and professional written and verbal communication skills
- Ability to work independently and as part of a team
- Ability to think creatively and problem solve
- Good administrative, organisation and time management skills
- Fast learner with the ability to learn new skills and IT systems quickly
- A full clean driving license, car and willingness to travel extensively across the UK

Desirable

- Experience of working with charities
- Experience working with artists studios or workspace
- Knowledge of best health and safety practices in an arts/workshop environment



Key Responsibilities

Responsible to: Space for Artists Coordinator

- The Studio Holder Support will work closely with the Space for Artists Coordinator, Space and Place Lead and General Manager to deliver the Space for Artists project.

Studio Holders and Artist Support

- Process studio applications and allocations
- Maintain ongoing relationships with studio holders, making regular contact to identify where they need support
- Develop and analyse systems that enable you to share news, opportunities and projects with studio holders
- Work with the Artist Support team to promote and develop opportunities for studio holders including opportunities within our public programme
- Research opportunities for artists across the UK
- Travel nationally to conduct viewings and inductions at properties
- Respond to studio holder enquiries
- Induct studio holders to buildings and our terms and conditions

Stakeholder management

- Maintain positive relationships with stakeholders
- Respond to queries from stakeholders
- Travel nationally to view potential new buildings and meet with artists, stakeholders, partners and sector organisations

Operations, IT and Admin

- Keep the project database, filing system and project management platform up to date
- Support the Space for Artist Coordinator with business rates applications
- Support the General Manager with new utility account set up and maintenance

- Gather monthly meter readings from studio holders for the finance team

Income Generation and Finance

- Work with the General Manager and Financial Controller to ensure invoicing is correct and up to date.
- Work closely with the Spaces Coordinator to reduce project expenses

Maintenance and Health and Safety

- Assess potential properties for use as workspaces and make sure risk assessments are completed
- Complete building risk assessments for new properties
- Ensure studio holders are aware of relevant Health and Safety policies and procedures and any key activities are risk assessed.

Reporting and Monitoring

- Request and collate monitoring data from studio holders
- Produce qualitative and quantitative reports as required to showcase the progress of the project
- Record artist support activity East Street Arts provide

Marketing and Social

- Work with the comms team to produce online content
- Gather studio holder profiles for the website
- Produce signage for properties where needed
- Manage listings on Curator Space and other platforms

General

- Ensure adherence to best practice in administrative, financial, contracting and customer care systems.
- Maintain a transparent, supportive and collaborative approach to work and contribute to the company's working culture as a prepared and present team member.

Terms of the brief

Salary: £22,000

Reports to: Space for Artists Coordinator

The role is offered as a full-time permanent position.

Flexibility can be offered where needed, including split working from home and on site. This will be assessed on a case-by-case basis and reasonable adjustments will be made.

Our office is open Monday to Friday, 9am - 5pm although activities will necessitate some evening / weekend commitments and travel.

East Street Arts base is at: Patrick Studios, St Mary's Lane, Leeds, LS9 7EH.

Full time annual leave is 25 days in addition to 8 bank holidays, which is pro-rata'd at 148.5 hours a year including bank holidays.

Probation period: 6 months

Notice period: 1 months

How to apply

Deadline:

10am on Tuesday 6th April

Pre application

If you are interested and would value an informal conversation about how it may suit you at this stage in your career, we would love to hear from you.

Please contact Liz Ainge (Space and Place Lead) on liz.ainge@esamail.org.uk or on

0113 248 0040 to arrange a call.

Submitting an application

Please complete the attached application form and submit to:

rosena.stevens@esamail.org.uk

Before starting your application, please do take a read through and contact us if anything is unclear or if you need support in making your application.

If you would prefer to make an application by

video or voice recording, it should be no longer than 5 minutes and provided as a google link. In the video, please tell us:

Your name, postal address, phone number and email address

Why you are interested in this role and contributing to the work of East Street Arts

What skills, knowledge and experiences you have that are relevant to the role

Self-describe any barriers you may have faced in gaining access to the arts. You may also want to identify how you overcame those barriers and/or what further resources might help with this if these barriers remain in place.

Your top three professional achievements and why you're proud of them

We do offer all of our team members training, mentoring, networking and other support – so if there are areas of the job you're not completely confident with, let us know and we can work out ways of supporting you better.

Recruitment and selection process

Applications are due for submissions by:

10am on Tuesday 6th April

Job interviews will be: Monday 12th April via Zoom

If this date is a problem for you please let us know in your application.

If invited to interview, we will ask you if you need any reasonable adjustments. This includes reimbursing reasonable expenses incurred within the UK.

Interview questions and process will be distributed in advance, in order to give you time to prepare. The panel will include: Artistic Director - Jon Wakeman; Space and Place Lead - Liz Ainge; Space for Artists Coordinator - Henry Sanderson and one of our studio holders TBC.

We will aim to let all candidates know the outcome of their interview by the end of that week.

EAST ST ARTS

making space for artists
registered charity 1077401
eaststreetarts.org.uk

@eaststreetarts



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

arts@leeds



Leeds
CITY COUNCIL