



**BUILDINGS AND
COMMUNITY
MANAGER**

JOB PACK

EAST ST ARTS

Contents

Cover letter	1
Role Overview	2
Responsibilities	3
Person Specification	6
How to Apply	7



Cover letter

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 29 years ago, we continue to be led by Karen Watson and Jon Wakeman as Artistic Directors. The team is made up of over 30 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.

Our new **Buildings and Community Manager** will have experience of supporting people, working in mixed use environments and event management. You will enjoy working with artists and others using our spaces on a range of tasks that enables our venues to run smoothly and safely. You will lead on and develop our hires and bookings, and support staff members and artists access spaces and facilities.

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

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.

Role overview

Our events programme, studios, buildings and hire facilities are both concentrated locally and spread nationally in over 80 buildings. We support over 300 studio holders to achieve great things in their practice and welcome 100's of artists, visitors and communities to our spaces every year. This role is crucial to help us make our spaces safe, welcoming and accessible for all users.

Our studio holders work across a huge variety of creative areas. Your role will help to facilitate their workspace needs, your support will be bespoke, encouraging and reliable, as will the interactions you have with the wider organisation and visitors. This role is a blend of supporting our logistical needs and assisting people through use of and access to space.

You will build relationships and support the range of people who occupy, use and service our buildings such as artists and studios holders, you will interact with people in our spaces both in Leeds and throughout the UK

ensuring our buildings operate smoothly and our Health & Safety and access obligations and requirements are met.

This role will lead on the development of our hire and bookings offer and support delivery of our public event programme. You will respond to enquiries from project teams, staff, studio holders and potential commercial bookers, developing effective booking systems, user guidelines and codes of conduct, and support the smooth delivery of our activities and events.

This role will contribute to our work to become a greener and more sustainable organisation by recording our environmental activities and ensuring users adhere to our green policies and through the development of a green suppliers directory.



Key Responsibilities

- You will support staff, artists, studio holders, visitors and building users to access and enjoy our facilities
- You will work to support our creative community of studio holders in a range of duties that support their artistic and general practice. As well as being a point of contact for access and safeguarding queries you will support studio holders to access space and facilities, adhere and understand health and safety requirements.
- You will support colleagues to produce events and activities such as exhibitions, performances or workshops across our spaces ensuring a high quality of production
- You will develop and grow our bookings and hire offer by building networks, developing processes and systems and reviewing our services to increase income generation
- You will support the development and implementation of our environmental sustainability plan
- You will be our lead on Health & Safety compliance and oversee the maintenance of our buildings including implementing and improving systems for maintenance, servicing and repair

Detailed Responsibilities

Artist Support

- Cultivate and build relationships with our studio holders, advocating for their needs and being a point of contact for ongoing feedback
- Work with staff members to ensure access, inclusion and code of conduct policies and plans are adhered to
- Contribute to the development our inclusion and access processes
- Work with the wider organisation to plan the shared use of our multi-use project spaces, bookable room hires and other shared spaces
- Work with the Artist Support team to ensure an ongoing package of bespoke support is developed for our studio holders
- Be a point of connection between studio holders and wider staff team

Studio Support

- Ensure safe use of our buildings and studios by artists and studio holders
- Travel to our studio buildings to conduct fire and general risk assessments
- Assist studio holders with activity risk assessments
- Coordinate health and safety measures for our buildings such as the supply of fire extinguishers
- Oversee PAT testing and other health and safety compliance in studios
- Work with studio holders on their responsibilities for keeping studios safe, especially around the storage, use and disposal of hazardous or toxic materials
- Help with reasonable requests from studio holders such as help with putting up shelves, moving heavy items etc

Venue, Programme and Marketing Support

- Support our Programme, Artist Support and Event Teams to manage risk assessments, ensuring our activities are safe and accessible
- Support colleagues across the organisation in producing risk assessments for events and activities
- Test and ensure that all accessibility equipment and plans are fit for purpose
- Regularly review and coordinate the events/ activities calendar to avoid diary conflicts
- Be an ambassador for the East Street Arts brand
- Liaise with the Marketing team to support content creation, project messaging and profile raising

Hire and Hospitality

- Help to identify and cultivate relationships with potential bookers
- Develop systems to support the management of our hire bookings such as calendars, booking agreements and induction plans

- Carrying out viewings and create contracts for bookers
- Prepare rooms for events, workshops and bookings
- Ensure all equipment used by hires or staff is returned, checked and put away
- Increase income generated through hire bookings working to organisational targets

Admin and Reporting

- Prepare project and activity reports for internal and external uses
- Manage, collect and report on project data that supports your areas of responsibility

Environmental Sustainability

- Support our environmental sustainability plan
- Work with colleagues, studio holders and artists to develop and implement more eco-friendly materials and ways of working

- Support reporting on the organisation's overall sustainability actions including the development of a green suppliers directory

Buildings, Health and Safety and Maintenance

- Oversee the regular maintenance and servicing of our buildings and their facilities
- Establish safe working practises and provide training where required to staff, studio holders and visitors
- Work with Technicians to carry out minor repairs to facilities and equipment
- Work with our contractors and suppliers to coordinate cleaning schedules, recycling and waste management
- Form part of our on-call team, as an out of hours contact and key holder for staff and studio holders
- Coordinate and maintain our COVID19 safety measures across our sites; supporting staff and studio holders with advice and guidance





Person Specification

Essential

Experience

- Experience of supporting people to implement safe way of working, assisting others to learn new skills or providing guidance to people using facilities
- Experience of working with artists and/or creative groups, or an interest in developing this experience
- At least 2 years' experience of managing or assisting to manage buildings or venues or other equivalent relevant experience
- Experience of working with and developing hospitality services
- Working knowledge and experience of Health & Safety processes, risk assessments and developing written policies and procedures
- Experience of maintaining files and records and applying procedures and systems
- Experience or understanding of developing access and inclusion procedures

Skills

- Ability to 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 communicate clearly, effectively and appropriately with a wide range of people
- 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

Desirable

- Fire Safety Training
- Experience of delivering environmental and sustainability measures
- Experience working with artists studios, creative workspace or events

Terms of the brief

Salary: £25,000
Reports to: Space and Place Lead

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: 2 months

How to apply

Deadline:

5pm Friday 8th April 2022

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

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 are you interested in this role and contributing to the work of East Street Arts?
- What skills, knowledge and experiences do you have that are relevant to the role?
- 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

Interviews will take place w/c 25th April 2022

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.



EAST ST ARTS

making space for artists

registered charity 1077401

eaststreetarts.org.uk

@eaststreetarts



Supported using public funding by
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ENGLAND**

