



**STUDIOS & SPACES
ADMINISTRATOR**

JOB PACK

EAST ST ARTS

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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 27 staff members and freelancers working across a diverse range of programmes and projects.

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 at the forefront of all our decision making.

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.

If you want a chat email us at:
liz.ainge@esamail.org.uk

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.

The Spaces Team

This position is an opportunity to play a significant role as part of a thriving, dynamic and creative organisation based in Leeds, with a national and international reach.

Role Overview

This position is an opportunity to play a significant role as part of a thriving, dynamic and creative organisation based in Leeds, with a national and international reach. If you take pride in being organised, adaptable and enjoy working to support the infrastructure of an organisation and across varied administrative processes and tasks then this is the role for you.

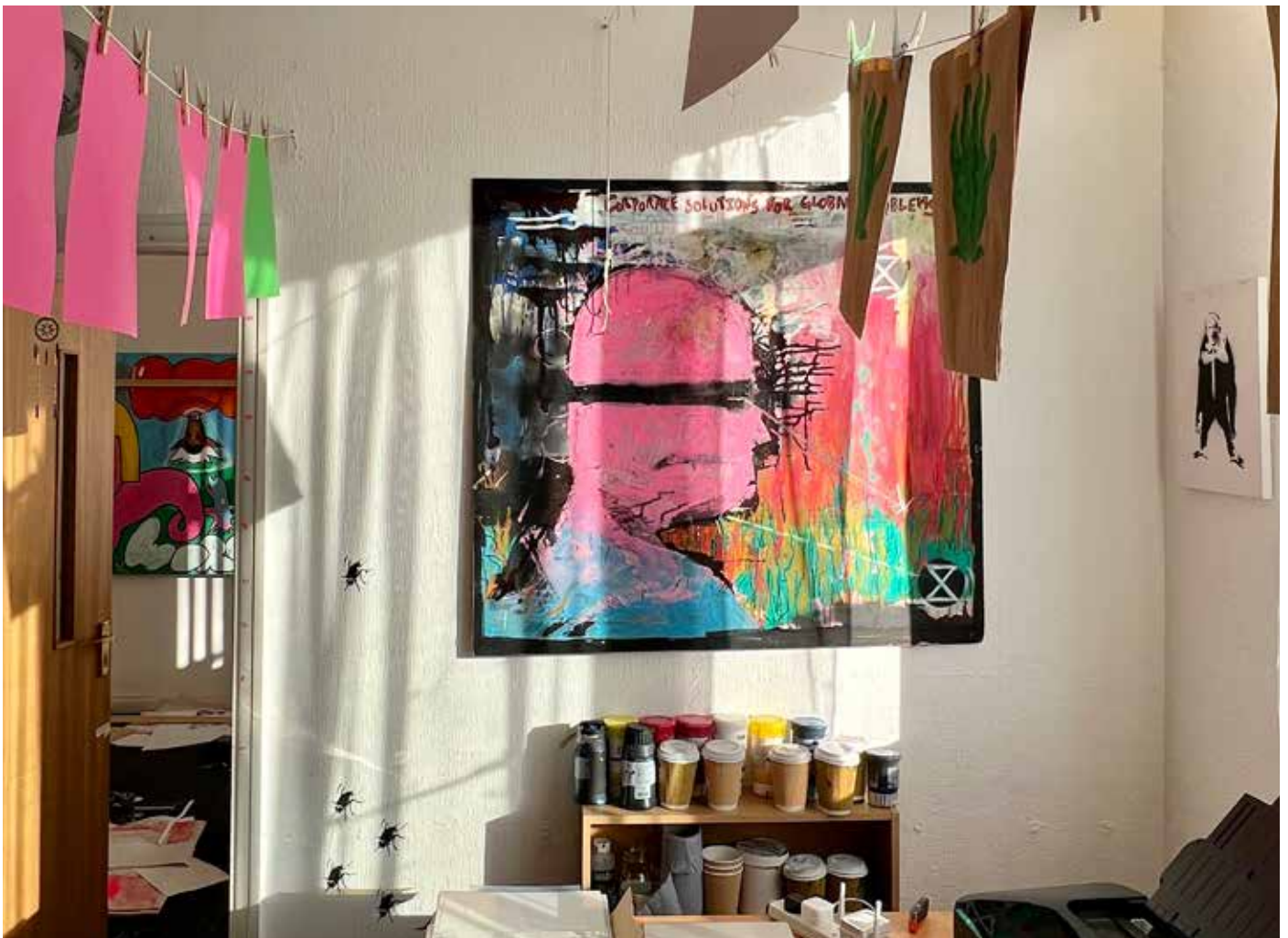
We're looking for a person with excellent administrative, communication, problem solving and time management skills. If you have experience of working in the property sector those skills would transfer over well. You will be reliable, resourceful and ready to get involved in the range of work we do while being supportive of your co-workers, peers and the stakeholders we work with.

Our Space for Artists project supports over 300 artists and arts organisations in over 100 properties across the UK. This position provides vital support to enable our spaces to

run smoothly. You will interact daily with a range of internal and external colleagues connected to our properties and workspaces across the country by processing enquiries, managing utility and business rates accounts, keeping on top of maintenance issues and keeping records and data processing up to date.

You will support the development of our spaces by ensuring we have good relationships with stakeholders connected to our buildings, coordinate and operate systems that underpin the day-to-day activities, provide administrative support and represent East Street Arts to our peers and networks.

There is travel involved so you need to feel comfortable working and travelling on your own to the many locations where we have buildings. These site visits will include meetings with Local Authorities, check-ins on site and dealing with any issues as required.





Key Responsibilities

Purpose of post

You will be part of the Space for Artists Team of 4, and be responsible to the Space and Place Lead. The role is responsible for the efficient and accurate administration of a range of property-related tasks, which require high levels of attention to detail, numeracy and time sensitivity.

Duties

Property and General Administration

- Manage the administrative processes to commence and end property leases as and when required including processing leases for signature, renewal and termination
- Make and follow up on business rates applications and decisions
- Accurately update file management systems and records to reflect changes in leases, contact information and business rates information
- Maintain the project database for each property bringing together documentation such as H&S reports, leases and operational information
- Manage a high level of day-to-day administrative tasks, being aware and mindful of the peaks and troughs of activities in the property sector such as the annual business rates review and end of year activities.
- Support the team when needed to visit potential new sites and meet with agents, brokers and landlords to assess the potential viability of the property
- Ensure buildings are fit for purpose for studio holders/organisations checking fixtures and fittings are working, communal areas/toilets are in good condition and metres are read etc.
- Working with the Buildings and Community Manager, liaise with property agents and landlords to facilitate repairs, maintenance and ongoing servicing
- Carry out building inductions, tours, exit check-ins after tenants have left and when we lose a building
- Support the team to arrange contractors and maintenance people
- Provide written, verbal and email responses

to a range of people ensuring prompt, courteous and appropriate responses

- Maintain a complete set of duplicate keys for all studio sites

Relationship management and marketing

- Foster, maintain and build positive relationships with stakeholders
- Respond to queries from stakeholders and work with the team to problem solve any issues
- Support the marketing and spaces team in providing copy for our website, advertising and socials
- Building relationships in the area and reaching out to artists and artists groups

Finance

- Work with the Finance Team to ensure that invoicing details are correct and up to date
- Work with the Finance Team on property related debt queries, making contact with landlords and studio holders to gather updates and actions
- Input into quarterly profit and loss queries and actions

Reporting and Monitoring

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

Person Specification

Essential Experience and Skills

- Active commitment to equity, diversity, inclusion and East Street Arts core values
- Comfortable with travelling and working at multiple sites
- Experience of working in a busy office in an administrative environment
- Experience of working with office computer systems, including databases, CRM systems and spreadsheets
- Confident IT skills with the ability to learn new systems quickly
- Confident and professional written and verbal communication skills with high levels of numeracy, accuracy and attention to detail
- Excellent interpersonal and communication skills and the ability to communicate effectively with a diverse range of stakeholders
- Ability to self-manage competing work demands and meet tight deadlines, often under pressure
- Ability to prepare and analyse data for internal and external reporting
- Ability to recognise potential for improvement in work processes

Desirable

- Experience of working with charities
- Experience working with artist's studios or creative workspaces
- Interest in recognising opportunities and support for artists
- An understanding of the property sector and experience of working in that environment

Terms of the role

Salary: £22,000

Reports to: Space and Place Lead

The role is offered full-time at 37.5 hours a week

The role will be office based at Patrick Studios in Leeds, however the postholder will be required to visit buildings across the country.

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 24 hours a day as it is part of Patrick Studios and artists have 24 hour access. There is no set office time but most staff work between 8am and 6pm. Some activities will necessitate some evening/ weekend commitments and travel.

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





How to apply

Deadline:

12pm Friday 19th August 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): liz.ainge@esamail.org.uk
Title your email: STUDIO SPACE ADMIN
or call 0113 248 0040 to arrange a time.

Submitting an application

Please complete the attached application form and submit to: jobs@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 Tuesday 6th or Thursday 8th September 2022

If these dates are 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 background of the page is a collage of various abstract paintings. On the left, there are vertical panels of green and blue. On the right, a silver step ladder is visible against a white wall. Below the ladder, there's a painting of a watermelon slice on a pink surface. At the bottom, there are more abstract paintings in shades of blue, green, and yellow.

EAST ST ARTS

making space for artists

registered charity 1077401

eaststreetarts.org.uk

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