**OPERATIONS MANAGER: JOB DESCRIPTION**

Are you the type of person who enjoys being part of a team in a dynamic, not-for-profit visual arts organisation?

Tannery Arts with Drawing Room is a unique creative partnership. Our studios have been a hub of creativity in South London for 30 years, supporting the practice of established, mid-career and emerging artists. Drawing Room is the UK’s primary institution dedicated to drawing and has over 20 years of curatorial excellence. The organisation is proudly run and supported by artists, with artists running our studio programme and some of the biggest names in contemporary art donating works to the Drawing Biennial that provides the majority of funding for the gallery programme.

Tannery is returning to Bermondsey where the studios were established in 1993, and the studios and Drawing Room operated together from 2011 to 2018, into a purpose-built studio and gallery complex at New Tannery Way. We are taking this opportunity to expand capacity across the organisation by introducing new coordinating functions starting with this Operations Manager position.

The Operations Manager is responsible for coordinating the smooth running this not-for-profit organisation, for supporting the overall team, and ensuring that artists, staff and visitors feel welcome and comfortable. The role is critical in developing the relationship between the two parts of the organisation and their activities as they return to Bermondsey. Along with all team members, the Operations Manager is involved in the evaluation and revision of Drawing Room/Tannery Arts’ mission and aims and its commitment to dismantling systemic barriers to participation in the arts

Salary: £40,000 - £45,000 p/a pro-rata depending on experience

Plus pension contribution

Permanent position

Hours: 4 days per week

Location: this role will be based at our New Tannery Way site, with options for part time remote working available.

Reporting ultimately to the Board but working day to day with Studio and Gallery colleagues including Directors of the Studio and Gallery and their respective teams including gallery front of house, building management and liaison with the managing agent. As well as our new home Tannery Arts manages other shorter lease sites currently at Camberwell, Elephant and Lewisham.

Our new buildings incorporate a gallery, a reference library, learning studio, shop and 16 artist studios as well as storage areas. Tannery Arts currently manages 80 studios across all of our sites.

**Key Responsibilities**

**Strategic**

* Work with the board and executives of both studios and Drawing Room to ensure the smooth operational running of the organisation
* Facilitate an efficient use of resources and staffing to meet the ongoing operational objectives and strategic aims of the organisation
* Understanding, creating and updating a framework of policies to ensure compliance to regulatory frameworks, Arts Council and other funder requirements
* Contribute to the development of sustainable business and funding models for the organisation
* Ensure that staff across the organisation have a clear understanding of their roles and responsibilities and have sufficient support and resources to operate
* Ensure Tannery Arts is equitable, inclusive and diverse in all aspects of its operations

**Operational**

* Help to manage the staffing and operations of our New Tannery Way site, including the Front of House team and the Participation Space
* Oversee development of the commercial activities of the organisation
* Support the Buildings and Studio managers to ensure a high quality of management and maintenance at New Tannery Way and if appropriate, across all Tannery Studios
* Administer the Tannery Arts and Drawing Room websites, in partnership with the communications manager and external IT resources.
* Support event organisation and analysis in the Drawing Room, participation space, and support the organisation of the Drawing Room Biennial.
* Support the Finance Manager including signing off limited expenditure where required and assisting in overall budgeting
* Assist in the induction of new team members
* Keep effective staffing and HR records, including staff leave, overtime and arrange staff and board training.

**Person Specification**

**The successful candidate will ideally have the following experience & skills**

* Experience working in a similar organisation
* Demonstrable administrative, time management and organisational skills
* Good people skills and an ability to manage and support permanent and freelance staff
* Confidence in task delegation
* Good written and verbal communication
* Ability to manage information systematically and accurately
* Experience setting and managing budgets
* Event management experience (desirable)
* Experience working with Wordpress (desirable)

**Additional info - website link for both siblings**

**Application**

**To apply, please email Fiona** [**fiona@tanneryarts.org.uk**](mailto:fiona@tanneryarts.org.uk) **with your CV and a covering letter, and completed equality and diversity monitoring form and positive action declaration**

**Deadline: Friday 28th July 2023**

**Interview date: Friday 4th August 2023**

**Preferable start date: asap**