

TANNERY ARTS

STUDIO MANAGER

Employer:	Tannery Arts
Job title:	Studio Manager
Hours:	Part Time, 4 days per week 32 hours per week, inclusive of lunch breaks General office hours are Monday to Friday 10.00 – 18.00, however some flexibility is required to fulfil the requirements of the role. Time Off in Lieu is offered for additional hours worked
Salary:	£30,000 pro rata (£24,000 for 4 days)
Reports to:	Operations Manager, also working closely with the Co-Directors
Terms of contract:	part time, permanent We will also consider applications for flexible working/ job share. Please indicate on your application if you would like to us to consider alternative flexible working arrangements.
Start date:	February 2024

RECRUITMENT DETAILS

This document outlines the skills and experience needed for the role of Studio Manager and information on how to apply.

Positive action may be used in the recruitment process to select a candidate from a group that is disadvantaged or under-represented in our workforce, if two candidates in question are of equal merit.

Application Deadline: 10am, 5 January 2024

Interviews: 16 /17 January 2024

Start Date: early February 2024

(we can consider some flexibility for start dates so please indicate on your application if you aren't able to commit to these dates)

TANNERY ARTS

Our studios have been a hub of creativity in South London for 30 years, supporting the practice of established, mid-career and emerging artists. The organisation is proudly run and supported by artists, with artists running our studio programme. Tannery Arts returned to Bermondsey in September 2023 where the studios were established in 1993, into a purpose-built studio and gallery complex at New Tannery Way. Alongside our new building we also currently manage 80 studios across Elephant & Castle, Camberwell and Lewisham.

JOB DESCRIPTION

The Studio Manager is responsible for coordinating the smooth running of our studio spaces across all sites. The role is the first point of contact for artists, managing the relationship with all our artists from initial enquiry for studio space, through to issuing agreements and general communication during their time with us. The Studio Manager also works closely with the Co-Directors on studio policies and new buildings, the Finance Manager and Building Manager, as well as supporting the Operations Manager in managing commercial hire of our new Community Studio.

RESPONSIBILITIES

STUDIO MANAGEMENT

- Responsible for filling vacant studios, advertising studios to our waiting list, and other arts platforms when necessary
- Maintain our waiting list via the website and mailchimp
- Show prospective artists the studios and/or arrange for others team members to do so
- Draw up contracts and other paperwork for new artists and arrange signature
- Ensure first payment is made along with deposits and setting up a standing order
- Get keys cut as needed and give out keys to all artists
- Brief new tenants on studio procedures, eg security
- Ensure correct notice is given by leaving artists, draw up final statements, get back keys
- Coordinate with the Finance Manager on returning deposit

ARTISTS RELATIONSHIP MANAGEMENT

- Create and update the studios handbooks for all sites and ensure artists follow our policies and processes
- Contribute to studio policies working with the co-directors as needed
- First point of contact for all enquiries from current and prospective artists, managing the admin email account
- Respond to all artists requests, queries and complaints including providing solutions, with support from other staff if needed
- Work closely with the team to ensure all artists requests are dealt with promptly and efficiently
- Coordinate with Building Manager on studio maintenance as needed

ADMINISTRATION

- Check with Finance Manager that rents have been paid and follow up with artists if needed
- Assist with budget management as needed including limited financial sign off
- Communicate all information to artists eg via emails and notices
- Support with adhoc projects as needed, eg moving to new building
- Admin support to the co-Directors as required
- Create and maintain all paper and online filing systems
- Contribute to Board reports as needed

COMMERCIAL HIRES AND USE OF COMMUNITY STUDIO

- Support the Operations Manager with managing commercial hires, working closely with the Drawing Room Gallery Manager as needed
- Update hires information and documentation as needed
- Shared responsibility for pre-event planning, ensuring we have all information and documentation needed.
- Manage communication with hirers before the event
- Event management and point of contact on the day of the event
- Providing basic AV support for hires such as projector set up (training can be provided)

GENERAL

- Collaborate and support the small team to complete other tasks as needed
- Organise Artist Socials and other events as needed
- Organise regular team meetings and taking meeting notes as required

This is not an exhaustive list of duties and other responsibilities may be allocated within reasonable remit of the role. As part of a small team, candidates should be ready and willing to assist with other aspects of studio operations.

PERSON SPECIFICATION

SKILLS & EXPERIENCE

- Excellent organisational and time management skills
- Ability to work independently, prioritise and make decisions independently
- Strong verbal and written communications skills with the ability to engage confidently with a wide range of people
- Ability to manage information systematically and accurately
- Confident IT skills across Microsoft Office and Outlook
- Basic understanding of contracts and budget management
- A positive and collaborative approach to working within a small team
- An understanding of contemporary art and working with artists
- A commitment to promoting equality, diversity and inclusion within the arts

DESIRABLE

- Past experience in a similar role
- Experience of supporting external hires or organising events

TO APPLY:

Please email nastasia@tanneryarts.org.uk with the subject line 'Studio Manager 2024' including the following:

- A cover letter of no more than one A4 side, sent in PDF format.
- A CV of no more than 2 sides of A4
- Contact details of 2 referees
- A completed Equality and Diversity Monitoring Form

We are keen to make our roles accessible to everyone, therefore we are open to discussing adjustments to the application and interview process if needed. Please email nastasia@tanneryarts.org.uk if any part of the process is a barrier to your application.