**Post: Centre Manager**

**Reports to:** Company Manager

**Hours of Work**: 25 hour per week (across 4 - 5 working days between 10 and 6pm)

Hours are Monday to Friday with occasional evenings and weekend work as per diary commitments

**Location:** The Island, Nelson street, Bristol, BS1 2BE

**Type of Contract:** Fixed term contract (until end of lease term), part-time

**Grade:** £24,491 to £27,741 PRO RATA depending on experience. (NJC Scale 5 SCP 17-Senior Officer 1-23). Salaries adjusted in line with latest NJC recommendations in Jan of each year.

**Other Benefits:** Healthcare Scheme (after Probation period of 3 months, Pension)

**Start Date:** 20th June 2022

**Application Deadline:** 8th May 2022

**Interviews:** 1st stage 13th May, 2nd stage 18th May 2022

**THE ISLAND:**

We are a studio complex, arts facility and events space, based in the Old Bridewell Police Station in Bristol city centre. The Island is managed by the charity[Artspace Lifespace](http://artspacelifespace.com/) (Registered Charity: 1168150) that recycles vacant, underused and problem properties into thriving creative resources.

Our vibrant hub for all things alternative hosts over 100 resident artists from the city's thriving, diverse scene, and boasts a circus school, artist studios, music studio, dance rooms and a beautiful gallery space. Original early 20th century police cells in the basement have provided the backdrop to numerous gigs, micro-festivals and transgressive arts performances and filming (the exercise yard makes an appearance in ‘The Outlaws’ filmed in Bristol).

The Island is a very dynamic and fast changing project, and the role demands the ability to adjust to any circumstances. We are looking for an enthusiastic, experienced and hardworking individual to head-up our small core team of staff here at The Island.

**About the Role:**

The Island’s Centre Manager provides the driving force to bring together a gloriously eclectic mixture of people, projects, and priorities. The Island’s Centre Manager leads the project staff team, focusing on improving the venue’s facilities by ensuring operational efficiency and providing a high level of customer service.

**KEY RESPONSIBILITIES:**

* To create a welcoming, safe and well-functioning building for studio holders, hirers and other users with particular emphasis on the creative community of Bristol and beyond.
* Day-to-Day management of The Island facilities and the building.
* Manage the Island emergency phone and call outs.
* Ensure studios are filled to maintain a steady hire income and that a diverse mix of artists benefit from studio use.
* Work with the Bookings Coordinator and Venue Co-Managers to help support a diverse programme whilst ensuring that our hirable spaces generate their maximum income potential.
* Ensure Policies and Procedures and risk assessment are in place and are followed throughout the activities of the project in particular our Inclusion Policy, Health and Safety, Environmental Policies and Code of Conduct.
* Line managing all staff at The Island.
* Managing supplier contracts including Broadband, Phone, Utilities, Waste and Cleaning contract staff.
* Overseeing The Island’s income and expenditure budgets.
* Managing accounts together with our Company Manager & Finance Officer.
* Occasional cleaning and maintenance of the building.
* Preparing rooms for bookings, moving tables and chairs.
* Oversee publicity/ social media working with our Marketing Coordinator.
* Work closely with the other Venue Coordinators and provide support to the other venues Artspace manages as necessary.
* Capturing visitor numbers
* Work closely with the Company Manager who will be providing clear guidance and support on the direction of the project.

**OTHER RESPONSIBILITIES:**

* To work with the Company Manager to manage The Island’s administrative systems.
* To support the Company Manager in managing The Island’s Policies & Procedures.
* To manage The Island’s staff team and be responsible for satisfactory work performance, including training and guidance to staff, interns, and volunteers.
* To build links with relevant organisations, individuals and neighbours to support the work of The Island.
* To promote The Island as a venue of choice to artists and existing art events and festivals in Bristol and beyond.
* Collaborating with other Venue Coordinators and liaising with our sister company The Invisible Circus to curate our residency Programme.
* Organising The Island’s annual Open Weekend event.

|  |  |
| --- | --- |
| **Essential Experience / Skills** | **Desirable Experience / Skills** |
| Experienced Venue and/or Project Manager (We will consider other relevant roles with transferable skills) | Previous experience working for an Arts / Community organisation.  |
| Experience of project coordination / project management skills and time management skills. | Knowledge of arts organisations and the arts sector in Bristol and beyond. |
| Ability to quickly establish rapport with a diverse range of individuals and organisations in a calm, non-judgmental manner. | Experience in producing reports and information / data |
| Excellent customer service, listening and communication skills  | Knowledge of Visual Arts curation |
| Knowledge of H&S, ability to create risk assessments. | Knowledge of marketing strategy |
| Excellent administration skills.  | Experience of using wordpress and posting across multiple social media platforms. |
| Computer skills including working knowledge of: | IOSH / Health and Safety qualification |
| * Microsoft word, Google docs
 | Personal Licence Holder |
| * Excel, Google-sheets
 | Knowledge of Circus rigging  |
| * Google Calendars
 | Knowledge of Quickbooks |
| Flexible and positive working attitude with the ability to accept supervision as well as effectively manage own time and work independently |  |
| Willingness to be ‘hands-on’ with cleaning, moving of furniture and light maintenance if required |  |
| Ability to work in challenging environments, excellent at problem solving.  |  |
| Ability to provide support to other team members. |  |
| Ability to contribute to the securing of funds for The Island, supporting fundraising work by the Company Manager and Development Officer. |  |

*Artspace Lifespace Recruitment Process*

We work across a diverse range of creative disciplines and just as it has helped strengthen us as an organisation, we believe our organisation will be stronger with greater diversity and welcome applications from those who bring difference.

We welcome and encourage applications from those currently underrepresented in the arts. If you would like this to be a consideration in your application, please indicate in your submission. Unfortunately, the access limitations to our building, due to stairs and lack of a lift, and the physical requirements of the job (lifting, occasional cleaning) may preclude applications from people with accessibility requirements.

If you have any access needs that require you to submit your application in another format, please get in touch so we can help you find a suitable option. All applications will be assessed according to the same criteria and submitting in a different format will not affect your chances of being selected.

Access information for our buildings can be found by viewing the Venues section of our website https://artspace.uk/venues/

**APPLICATION FORM**

**Please return your completed application and a copy of your CV to recruitment@theisland.uk**

|  |
| --- |
| Personal Details:First name: Family name:Preferred Pronouns: Address: Post code Phone Number:  |

|  |
| --- |
| Present Employment (if unemployed, give details of last employment)Name and address of employer: Post title: Salary: Date of appointment:Brief description of duties: Full time / Part time?Reasons for leaving/intending to leave if applicable:  |

 **If you meet all or most of the essential criteria and identify as someone who is underrepresented in the arts and wish for this to be considered when reviewing your application then please indicate so here:**

**Please demonstrate how you meet the requirements for the post:**

|  |  |
| --- | --- |
| Experienced Venue and/or Project Manager. |  |
| Experience of project coordination / project management skills and time management skills. |  |
| Ability to quickly establish rapport with a diverse range of individuals and organisations in a calm, non-judgmental manner. |  |
| Excellent customer service, listening and communication skills  |  |
| Knowledge of H&S, ability to create risk assessments. |  |
| Excellent administration skills.  |  |
| Computer skills including working knowledge of: |  |
| * Microsoft word, Google docs
 |  |
| * Excel, Google-sheets
 |  |
| * Google Calendars
 |  |
| Flexible and positive working attitude with the ability to accept supervision as well as effectively manage own time and work independently |  |
| Willingness to be ‘hands-on’ with cleaning, moving of furniture and light maintenance if required |  |
| Ability to work in challenging environments, excellent at problem solving.  |  |
| Ability to provide support to other team members. |  |
| Ability to contribute to the securing of funds for The Island, supporting fundraising work by the Company Manager and Development Officer. |  |
| **Other desirable but not essential experience:** |  |
| Previous experience working for an Arts / Community organisation.  |  |
| Knowledge of arts organisations and the arts sector in Bristol and beyond. |  |
| Experience in producing reports and information / data |  |
| Knowledge of Visual Arts curation |  |
| Knowledge of marketing strategy |  |
| Experience of using wordpress and posting across multiple social media platforms. |  |
| IOSH / Health and Safety qualification |  |
| Personal Licence Holder |  |
| Knowledge of Circus rigging  |  |
| Knowledge of Quickbooks |  |

# Equality & Diversity Monitoring

**Artspace Lifespace** wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information you provide will stay confidential, be stored securely and limited only to staff with responsibility for Human Resources.

What is your postcode? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Gender?** Female ☐ Male ☐ Non-binary ☐ Prefer not to say ☐

If you prefer to use your own term, please specify here ………………………………….

Is your Gender the Same as that assigned at Birth? ………………………………………

**What is your relationship status?** Prefer not to say ☐ Cohabiting ☐ Civil Partnership ☐ Married ☐ Separated, divorced or partnership dissolved ☐ Single ☐ Widowed or a surviving partner from a civil partnership ☐

 **Age** 16-24 ☐ 25-29 ☐ 30-34 ☐ 35-39 ☐ 40-44 ☐

45-49 ☐ 50-54 ☐ 55-59 ☐ 60-64 ☐ 65+ ☐

 Prefer not to say ☐

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box or feel free to self-describe.

**Asian/Asian British**

Bangladeshi ☐ Chinese ☐ Indian ☐ Pakistani ☐ Prefer not to say ☐

Anyother Asian background: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Black/ African/ Caribbean/ Black British**

African ☐ Caribbean ☐ Prefer not to say ☐

Any other Black/African/Caribbean background: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mixed/multiple ethnic groups**

White and Black African ☐ White and Asian ☐ White and Black Caribbean ☐ Prefer not to say ☐ Any other mixed background: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other ethnic group**

Arab ☐ Prefer not to say ☐ Any other ethnic group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**White**

British ☐ Gypsy or Irish Traveller ☐ Irish ☐ Northern Irish ☐

Welsh ☐ Scottish ☐ Prefer not to say ☐

Any other white background: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

People don’t fit into boxes. Please feel free to self-describe:

**Do you consider yourself to have a disability or health condition?**

Yes ☐ No ☐ Prefer not to say ☐

**What is the effect or impact of your disability or health condition and what support would you need from us?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.*

**What is your sexual orientation?**

Bisexual ☐ Gay woman/lesbian ☐ Gay man ☐ Heterosexual ☐ Pansexual ☐ Prefer not to say ☐

If you prefer to use your own term, please specify**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What is your religion or belief?**

No religion or belief ☐ Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐ Muslim ☐ Sikh ☐ Prefer not to say ☐ Other religion or belief: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What is your current working pattern?**

Full-time ☐ Part-time ☐ Prefer not to say ☐

**What is your flexible working arrangement?**

None ☐ Flexi-time ☐ Staggered hours Term-time hours ☐

Annualised hours ☐ Job-share ☐ Flexible shifts ☐ Compressed hours ☐

Homeworking ☐ Prefer not to say ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Do you have caring responsibilities? If yes, please tick all that apply**

None ☐ Primary carer of a child/children (under 18) ☐ Primary carer of disabled child/children ☐ Primary carer of disabled adult (18 and over) ☐ Primary carer of older person ☐ Secondary carer (another person carries out the main caring role) ☐ Prefer not to say ☐

**Thank you for completing our Equality & Diversity Questionnaire**