



Studio Manager Recruitment Pack

Overview

Reports to:	Head of Programmes
Commencement date:	ASAP
Salary:	FTE £ 24,000 pro rata 3.5 days
Hours:	Flexible (inc. weekend & evening)
Contract:	Fixed term until September 2021 (with possibility of extension to December depending on an extension of the lease)

About Metroland Cultures

Metroland Cultures (METROLAND) is a registered charity set up to present Brent's 2020 celebration as Borough of Culture and to support creativity, arts and culture in years to come. Metroland will be a key legacy of the Borough of Culture that will give voice to local communities, artists and young people. From 2021 onwards, Metroland will devise and deliver an annual programme celebrating the rich creative and cultural assets Brent has to offer through working with inspiring multidisciplinary artists and communities, whilst creating opportunities to build the skills of the next generation of creative practitioners and entrepreneurs.

About the Studio Manager role

The Studio Manager role is based within Metroland Studios, a repurposed building owned by Brent Council in Kilburn that will temporarily host 14 artists in residence until September 2021. The position will have significant responsibility in the day to day management and general upkeep of the spaces to ensure it is safe, clean and accessible for staff, artists and visitors. The working hours will require some weekend and evening work. Main duties will include; liaising with artists, staff and visitors to the space, managing deliveries, general maintenance including cleaning of reception area and toilets, replenishing stock, ensure risk assessments are up to date and health and safety protocols are adhered to including implementing Covid-19 safety plans, managing the rotas of any additional cleaning or stewarding staff/volunteers where necessary and ensuring they are properly inducted to the space.

Duties and Responsibilities

General Building Management

- Act as the first point of contact for artists at Metroland Studio answering their queries and questions via email and in person.
- Manage and coordinate the booking of shared spaces at Metroland Studio.
- Lead on the management of the building liaising with Brent council.
- Coordinate and manage the open studios in July 2021 – access controls, risk assessments, signage.
- Manage relationships with partner organisations Showroom & Camden Arts Centre
- Support space set up for events or exhibitions including get-in and get-out and storage with programme producers.
- Be responsible for public licensing and insurance

Security

- Register as main Key Holder and be the first point of contact in an emergency callout situation.
- Checking and securing the premises.
- You may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may need access to the building.
- Coordinate signing and out procedures.
- Liaison with artists about hours of access and use of space ensuring they adhere to terms of residency.

Facilities Maintenance

- Manage the contract for the regular cleaning of shared spaces namely; foyer, stairwells, corridors and toilets including vacuum of carpeted areas, wiping, polishing, dusting designated areas, cleaning spillages, cleaning of windows and doors at ground floor level where necessary.
- Arranging furniture and general tidying up of designated areas.
- Cleaning spillages etc. between contractors doing a full clean of the building
- Empty bins and coordinate recycling and waste management.
- Establish and manage Covid-19 weekly deep clean of shared spaces within the building.
- Be responsible for monitoring and ordering cleaning supplies and equipment, and restock of toilet facilities.
- General maintenance and repairs of fixtures and fittings where necessary and/or liaise with Brent Council where appropriate

- Monitor the work of contractors on site.
- Act as the first point of contact for troubleshooting Wi-Fi and managing the network contract.
- Conduct meter readings and manager relationship with utility services.
- Ensure all lights and heating is working effectively including monitoring and setting heating controls and boilers
- Be the first point of contact for artists with issues relating to the building or their studios

Health & Safety

- Conduct weekly health and safety checks within the building ensuring risk assessment are up to date.
- Conduct Portable Appliance Testing (PAT) for any appliances being brought into the building by staff or artists.
- Ensure Health & Safety Policies and Procedures are up to date, enacted and understood by resident artists and staff.
- Test fire alarms weekly and maintain a test register.
- Ensure that clear passage is maintained on fire escape routes
- Conduct regular fire drills.
- Ensure all signage is in place and not obstructed.
- Keep the entrance free of ice and snow.
- Make safe any hazards and ensure the area is cordoned off.
- Implement Covid-19 safety procedures and social distancing requirements following Government safeguarding guidelines.

General Duties

- Attend staff meetings
- Adhere to Metroland Cultures policies and procedures with respect to Safeguarding, Health & Safety, Equal and Diversity, Environmental and Data Protection.
- Be willing to undertake any necessary training or development in order to fulfill the role.
- Facilitate introductions to artists
- Facilitate biweekly socials for the artists and organisations in the building

Person Specification

Essential

- Relevant practical experience in building management
- Understanding and experience of basic DIY
- To have IT skills
- An understanding of building health & safety regulations
- Excellent team worker, with ability to use own initiative to analyse situations and solve problems
- Professional approach with excellent communication and interpersonal skills
- Ability to work flexibly
- Ability to carry out physically demanding duties

Desired

- Experience of working within an arts/studio context
- Lives locally in Brent

Applications

To discuss the role please email team@metrolandcultures.com to arrange a conversation with the Director of Metroland Cultures.

The deadline for applications is **5pm on the 27th of February**. Interviews will be held on the **5th of March**.

To apply for the role please download the application pack send the following to team@metrolandcultures.com:

1. Completed Application form
2. CV
3. Covering Letter

In addition, please complete our Equal Opportunities Monitoring survey [here](#).

For more information about Metroland Cultures please see www.brent2020.co.uk

Metroland Cultures is an Equal Opportunities and London Living Wage employer.