

V.O Curations

Studio Manager Candidate Pack

V.O Curations

Located in central London, V.O Curations is an arts organisation dedicated to supporting emerging and underrepresented artists, curators and researchers. The organisation encompasses affordable studios in central London, an innovative and critically-engaged public programme, supported residencies, and publications. V.O Curations promotes diverse voices and narratives across all of its activities and projects. The programme aims to facilitate artistic exchange, socially-focused discourse, knowledge production and experimentation. V.O Curations is focused on cultivating a sense of community, promoting collaboration and encouraging active learning rather than passive viewing.

V.O Curations headquarters is located at 56 Conduit Street where exhibitions, public programme, residencies and select artists studios are located.

V.O Curations is set to open a new studio location in April 2021 that will complement existing artists facilities in Aldgate and Mayfair and are looking for an experienced administrator to take on the role of Studio Manager.

The Role

The Studio Manager will work closely with the Directors to deliver all aspects of studio management. The Studio Manager will assist the Directors in cultivating and ensuring the safe, supportive and vibrant environments of the studios. The Studio Manager will be responsible for the smooth running of the new facility and overseeing a number of artists.

To be successful in the role, you will need to be interested in and have good knowledge of emerging art and London's cultural landscape, with excellent administration, research and project management skills.

The ideal candidate will have the ability to work flexible hours including weekends.

Job Description

Job Title: Studio Manager

Job Purpose: The Studio Manager will be responsible for day-to-day office and site management: processing studio applications, liaising with artists and building management, administration, calendar management, archiving and cataloguing, logistics and transport planning, and fielding enquiries via phone and email.

Reports to: Directors

Liaises with: All levels of contact, internal and external

Main Duties

- Fielding studios applications and enquiries via phone and email
- Facility management
- Artist liaison
- Basic bookkeeping
- Calendar management
- Transport and scheduling logistics
- Filing and archiving
- Writing copy
- Assisting with project management

The Studio Manager will oversee one facility but may be required to travel to other sites.

Person Specification

- Knowledge of, and interest in arts organisations and London's cultural landscape
- 2 years' experience working within administration, logistics and customer service
- Excellent verbal and written communication and interpersonal skills
- Excellent administration, research and project management skills
- Excellent computer literacy with experience of Google Drive applications, Microsoft Office, mailing lists, social media and database management
- Ability to prioritise and meet deadlines
- Attention to detail, proofreading skills, and professional presentation of work
- Possesses a professional demeanour and diplomatic approach
- Ability to approach all tasks in a well-organised and proactive manner
- Confident with basic accounting

This job description is a guide to the nature of the work required of the Studio Manager and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and does not preclude change or development which may be required in the future.

General Information

Salary

The salary, on appointment, is competitive based on skills, experience and qualifications.

Hours

This is a full time role, with hours to be determined on appointment. Possibility of working on weekends and some travel between sites may be required.

Duration of Appointment

This is a permanent appointment.

Annual Leave

The annual leave entitlement is 22 days per annum.

Probation

All appointments are subject to a three month probationary period.

Pension

Should the employee be eligible, they will automatically be enrolled in the companies pension scheme unless the employee opts out.

Closing Date

The closing date for completed application is **Monday 12th April 2021**.

To apply, please send a CV and cover letter in PDF form to **opportunities@vocurations.com**