

# The Art House

## Job Description

Job Title: Building Director  
Reporting to: CEO/Artistic Director  
Responsible for: Building Supervisor, Facilities Assistants,  
Housekeepers  
Contract: FIXED TERM CONTRACT (12 MONTHS),  
Ideally with permanent contract in place after 9  
months  
Working Hours: Full Time (37.5 hours per week)  
Salary: £28k Per Annum  
Holiday: 25 days per annum plus Bank Holidays  
Location: The Art House, Drury Lane, Wakefield. WF1 2TE

### Aim of the Role

This key role is both strategic and practical. As a member of the Senior Management Team, your role is to lead on realising the full potential of The Art House's built assets and space. The role includes the management of our facilities team, as well as the operations and maintenance of our current buildings (including our Grade II former Carnegie Library), off-site spaces and may include additional facilities in the future.

### Specific Duties

- You will work as part of the Senior Management Team to help strategically develop our built assets.
- You will line manage the Facilities team, currently made up of the Building Supervisor, a Facilities Assistant, two Housekeeping staff, regular freelance technicians and other temporary staff.
- You will oversee the maintenance of every aspect of our buildings (including our Grade II listed former Carnegie Library), our environs and our infrastructure, including

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implementing and improving systems for maintenance and repair.

- You will lead on developing, implementing and monitoring our environmental sustainability plan, with an overall aim of being carbon neutral by 2031.
- You will lead on Health and Safety, Compliance and Risk Management, ensuring that The Art House is compliant with all regulations and controls.
- You will lead on Security, ensuring that our facilities, policies and procedures are robust enough to provide an adequate deterrent to keep people safe.
- You will support and inform Studio Holders on their responsibilities to keep their studios in line with health & safety and compliance, as well as to help them with reasonable tasks as and when.

## Detailed Responsibilities

### Senior Management Team

- Report daily as part of the SMT on building related issues
- Feed in strategically on how to maximise the potential of our built assets, especially in relation to enterprise
- Help to scope and develop plans for future acquisition of additional space
- Attend and report at quarterly board meetings, along with other SMT members

### Facilities Team Line Management

- Conduct meetings with the facilities team, reviewing task list and assigning duties
- Schedule rota for Housekeepers

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- Ensure clear communication between the facilities team and the wider staff team
- Determine and arrange any required training necessary for team
- Conduct twice-yearly performance reviews on each team member

## Building, Environs and Infrastructure Maintenance:

- Oversee the efficient maintenance of all aspects of our buildings, environs and infrastructure
- Manage long-term maintenance schedule to ensure the premises and its facilities remain compliant with the terms of its lease, especially our Grade II listed building
- Establish safe working practices and provide training where required to staff, studio holders and visitors
- Identify, manage and facilitate any development works of TAH premises and its facilities, in line with statutory and heritage requirements
- Manage all internal and external servicing, testing and maintenance schedules, ensuring all records, compliances and related inspections are met on time. This includes (but is not limited to) Health & Safety, Fire, Water, Access, Asbestos, Security Electrical & COSHH, Heritage etc.
- Manage the Building Supervisor and Facilities Assistant to carry out minor repairs to facilities and equipment as identified in the maintenance schedule
- Manage all internal and external cleaning of The Art House premises, including waste management, hazardous substances, recycling and environmental controls.
- Procure, maintain, audit equipment and supplies (including consumables), keeping an asset register on all equipment
- Procure and manage any external contractors to carry out substantial repairs
- Oversee and manage external contractors to ensure work is completed safely, to a high standard, and with minimized

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- disruption to facilities and service users
- Manage the renewal of all external maintenance and servicing contracts, including the review of method statements and compliance agreements of all external contractors & service providers
- Provide regular reporting on all external contractor and servicing work carried out to the CEO in order to demonstrate compliance and inform future planning or development for The Art House
- Regular inspections and audits of Art House equipment and premises, including off site spaces, and provide regular reports to the CEO
- Contribute to, manage and maintain an Emergency Plan for the organisation, including evacuation procedures
- To form part of our on-call team, as an out of hours contact and key holder for staff and studio holders, and to liaise with The Art House security service providers
- Assist the Makey Wakey Programme Manager in the maintenance and upkeep of off-site spaces

## Venue Support

- Work with the Programme Director to plan and manage exhibition installations and de-installs, including booking freelance technicians, risk assessment, signing off on installation design, ensuring health and safety compliance
- Provide technical support, equipment and advice for all of The Art House events and activities
- Support with the set up and operation of equipment (PA etc.) for some events
- Liaise with and manage any technical staff (either TAH related or booking-related) working on-site to ensure work is done within our policies and procedures, to a high standard and in a safe way
- Support colleagues with the completion of risk assessments for events and activities

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- Test and ensure that all accessibility equipment and plans are fit for purpose
- Ensure compliance with the organisation's event license, and apply for and ensure compliance with any TEN's for off-site activities
- Regularly review events/activities calendar to ensure no conflict with scheduled maintenance, other activities or staffing capacity

## Environmental Sustainability

- Develop, implement and monitor our environmental sustainability plan
- Manage an external environmental audit on the building's strengths and weaknesses with regards to environmental sustainability, prioritizing recommendations for bringing the buildings to net zero by 2030
- Design and implement a comprehensive recycling plan for the building, including operational waste, food waste, garden waste and art supply waste
- Work with other staff members, studio holders and tutors to develop and implement more eco-friendly materials and ways of working
- Lead on developing, implementing, monitoring and reporting on the organisation's overall sustainability strategy, including short, medium and long-term action plan
- Be visionary, passionate and bold. We love our planet

## Health and Safety, Compliance and Risk Management

- Ensure the management, compliance and review of all policies and procedures related to The Art House premises. These include (but are not limited to) Health and Safety Policy, Risk Assessments, Insurance Policy, Fixed Asset Register and Emergency Evacuation Plan

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- Identifying any new statutory regulations or changes to any existing controls and regulations affecting The Art House facilities and to implement those changes as soon as possible
- Assist the Makey Wakey Programme Manager to ensure compliance in all spaces

## Security

- Audit, improve and maintain security set up – equipment, systems, contracts and procedures
- Work with SMT to develop, deliver and communicate security policies and procedures
- Lead contact for all security related issues
- Attend local police security briefings

## Studio Holder Support

- Oversee PAT testing and other health and safety compliance in studios
- Inform and train studio holders on their responsibilities for keeping studios safe, especially around the storage, use and disposal of hazardous or toxic materials
- Help with reasonable requests from studio holders such as help with putting up shelves, moving heavy items etc.
- Check regularly with disabled studio holders to ensure that facilities and equipment are meeting access needs

## Equal Opportunities

- Ensure the intentions and requirements of the organisation's Equal Opportunities policy are applied personally and by staff, volunteers, consultants and contractors line managed by you
- Demonstrate an active interest in developing your approach to equality and maintaining The Art House's position as one of the key organisations innovating for equality in the arts

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In addition, undertake any other duty or responsibility that may reasonably be allocated by the Chief Executive or the Board.

The job description for this position may be reviewed and amended to incorporate the future needs of the organisation.

It is a requirement of the organisation that all staff work in a flexible manner compatible with their jobs, required staffing of the building and in line with objectives. To support this, we currently have flexi-time and TOIL working practices.

The post holder will require DBS clearance.

## Person Specification

Criteria	Essential	Desirable
<b>Experience</b>		
At least 2 years' experience of working as a Building Director or similar in a public-facing building	x	
Demonstrable strategic planning skills, particularly regarding the monetization of space	x	
At least 2 years' experience of staff management	x	
Working knowledge and experience of Health and Safety Management (ideally including COSHH), risk assessments and developing written policies and procedures	x	
Experience of procuring and managing contracts	x	
Experience of maintaining files and records and applying good policies, procedures and systems.	x	
Understanding or experience of operational practices in non-profit art organisations		x

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Experience of customer service, client management, contractor management and dealing effectively with a wide range of people.	x	
Experience of emergency planning	x	
Experience of dealing with building control regulations, fire officers and conservation officers		x
Experience of working in an arts/creative environment		x
Working knowledge of AV and PA systems		x
Experience managing IT and Telephony systems		x
<b>Qualifications and Training</b>		
A management qualification or equivalent experience deemed appropriate	x	
A NEBOSH or IOSH qualification or equivalent experience deemed appropriate		x
Current UK Driving license and access to a vehicle	x	
Fire Marshal Training or Fire safety Training		x
Health and Safety Training	x	
<b>Skills and Attributes</b>		
Strong but compassionate leadership skills	x	
Well organized with strong administration skills and the ability to prioritize and direct the delivery of tasks	x	
Good standard of written and spoken English	x	
A good level of IT literacy in both Microsoft Office (e.g. Word, Excel, PowerPoint) and similar systems such as Google docs	x	
Enterprising and strategic	x	
Ability to be flexible in hours worked, according to business need		x



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Proven experience developing policies and procedures as well as managing, monitoring and evaluating their implementation	x	
Able to work on own initiative to fulfill tasks as well as contributing to team	x	
<b>Personal Qualities</b>		
Excellent attention to detail	x	
A supportive and compassionate attitude to working with others	x	
Ability to work flexibly and adapt to the changing operational needs of the organisation	x	
Ability to prioritise and work under pressure with good time management	x	
Proactive approach to work and in working with others.	x	
A strong commitment to the highest levels of customer service and to fulfill the needs of a diverse group of people	x	
A commitment to the principles of diversity, inclusion, equity and belonging for all	x	
An interest in the visual arts and/or creative industries and the development of artistic practice and creativity		x