

# The Art House

## Job Description:

Off Site Spaces Coordinator

<b>Job Title:</b>	Off Site Spaces Coordinator
<b>Reporting to:</b>	Co-Executive Director (Operations)
<b>Responsible for:</b>	Freelance Regional Coordinators
<b>Working Hours:</b>	Part time, 22.5 hrs per week
<b>Term</b>	Fixed term 12 month (with possibility to extend)
<b>Holiday:</b>	17 days per annum plus bank holidays
<b>Location:</b>	The Art House, Drury Lane, Wakefield. WF1 2TE
<b>Salary:</b>	£25,000 Pro Rata

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## About The Art House:

At The Art House, artists and audiences of all kinds are invited to engage with the creative process through a year-round programme of residencies, exhibitions, events, workshops, and professional development opportunities.

The Art House is home to over 40 accessible studios, hosting a wide variety of artists, makers, and creative businesses. In our building, you'll also find 2 gallery spaces, on-site accessible accommodation for creatives, a shop, coffee house, meeting rooms and event spaces for hire. Alongside all of this we also run an extensive programme of community work, this includes projects supporting asylum seekers and refugees, new mothers and work with our local primary schools.

[www.the-arthouse.org.uk](http://www.the-arthouse.org.uk)

## About the project:

Well Placed is the name of The Art House's off-site spaces project. We work closely with property owners across the country to access unused and vacant commercial spaces which we then utilise for artists, social enterprises and community groups. We then support local space users with their space, create a network of peer support and help them access further funding to deliver projects.

As this project grows we need to grow the team behind it. We're looking for someone who is enthusiastic about supporting local artists and social enterprises and improving town centers up and down the country for communities.

You can find out more about the project here: [www.the-arthouse.org.uk/wellplaced](http://www.the-arthouse.org.uk/wellplaced)

## Key Objectives:

- To be a point of contact and provide support for off-site space users.
- To ensure Well Placed spaces are occupied and operating at full capacity for artists and the community.
- To support the design and delivery of Well Placed.
- To deliver administrative support to the project.

## Administration and organisation

# The Art House

- General administrative support including filing of leases, sending paperwork for signatures etc.
- Desk research to support the growth and development of the project.
- Visits to sites for meetings/ assessments of spaces.
- Organisation of utilities accounts and bills.
- Handling licenses between TAH and space users.
- Handling leases between TAH and property owners.
- Liaising with staff at multiple sites.
- Attending regular update meetings with site staff.
- Main point of contact for regional coordinators.
- Support regional coordinators with their delivery.
- Work with the marketing team to develop and deliver a marketing and PR strategy to recruit tenants, generate audiences, attract partners and raise profile around the Art House and our off-site spaces
- Meet capacity targets for Off-site space users.
- Work with the Co Directors to set yearly budget for off-site spaces.
- Manage and monitor the Well Placed budget.

## **Space user support**

- Meeting with and supporting space users with their activity.
- Conducting initial space inductions with users.
- Organising and delivering regular meetings with space users/ regional project coordinators.
- Supporting space users with their professional development aims.
- Conducting networking meetings either online or in person with space users across the Well Placed network.
- Building and maintaining strategic partnerships across the sites, eg with local authority officers, BID managers or key community anchors.

## **Delivering on our values**

- Keep accessibility, diversity, opportunity and equality at the centre of everything we do.
- To work within the charity's aims and objectives, with clear personal support for the organisation's values and beliefs.

## **Person Specification**

### **Experience**

- Experience of working and supporting artists and/or communities.
- Experience of completing administrative tasks.
- Experience of using Microsoft Excel.
- A Full UK Driving License.

### **Skills & Attributes**

- Organised approach to work.
- Attention to detail.

# The Art House

- Self-motivated, with the ability to work on own initiative without close supervision.
- Willingness and ability to consistently follow policies and procedures.
- Willingness to learn and undertake training in areas appropriate to the post.

## **Personal Qualities**

- Calm, cooperative & conscientious.
- Friendly and supportive personality.
- A commitment to equal opportunities and diversity.
- Flexible & adaptable approach.

## **Delivering on Our Values**

The Art House is an Equal Opportunity employer and the ethos of respect and compassion for each other and the communities we work with runs through everything we do.

The Art House is **Disability Confident Committed**. Disabled candidates who meet the minimum criteria for the post will be guaranteed an interview.

It is a requirement of the organisation that all staff work in a flexible manner compatible with their jobs and required staffing of the building.

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