

25 July, 2017

## **BUILDING MANAGER**

Please find enclosed the Job Description and Person Specification for the position of Building Manager. If you would like to discuss the role informally please feel free to contact me.

To apply go to [apply.artsadmin.co.uk](http://apply.artsadmin.co.uk)

The deadline for applications is **5pm on Friday 18 August, 2017**

Interviews will take place on **Thursday 31 August, 2017**.

If you have any difficulty completing the online form please email [jessica@artsadmin.co.uk](mailto:jessica@artsadmin.co.uk) or call us on 020 7247 5102.

Thank you for your interest in Artsadmin.

Kind regards

Gill Lloyd  
Director  
020 7247 5102  
[gill@artsadmin.co.uk](mailto:gill@artsadmin.co.uk)

Toynbee Studios, 28  
Commercial Street London  
E1 6AB, United Kingdom  
**WEBSITE** [artsadmin.co.uk](http://artsadmin.co.uk) **TELEPHONE** +44 (0)20 7247 5102  
**EMAIL** [admin@artsadmin.co.uk](mailto:admin@artsadmin.co.uk) **TWITTER** @artsadm

**DIRECTORS** FEIMATTA CONTEH, CHARLES GARRAD, STELLA HALL, LOIS KEIDAN, FREYA MURRAY, ALISON RITCHIE, MHORA SAMUEL, JEREMY SMEETH, SEONAIID STEWART. VAT REGISTRATION NUMBER: 657086117. REGISTERED IN THE UK NUMBER: 2979487. REGISTERED CHARITY NUMBER: 1044645

**ARTS  
ADMIN**



## ABOUT ARTSADMIN

Artsadmin is a producing organisation, which enables artists to create without boundaries, connecting bold interdisciplinary work with local, national and international audiences. We also deliver free advice, training, and artist-led development opportunities for hundreds of artists: from young people getting involved in performance for the first time through to artists with established careers. In London's East End we have established Toynbee Studios, a centre for the creation, development and presentation of new work, where, in our rehearsal, performance and meeting spaces, new talent is constantly nurtured.

Everything we do is underpinned by our core values. We aim to be:

- **Sustainable.** Raising awareness of environmental issues through the arts and seeking greener ways of working
- **Collaborative.** Developing long-term relationships with diverse audiences, artists and partners
- **Bold.** Encouraging artists to take risks, supporting radical approaches and promoting experimentation

At Toynbee Studios in London's East End, Artsadmin has established a centre for the creation, development and presentation of new work, where, in our rehearsal, performance and meeting spaces, new talent is constantly nurtured.

Artsadmin has secured a long lease on Toynbee Studios until 2038. The building is also home to over 20 arts organisations/practioners and offers artists, tenants and audiences a creative centre in East London to share and experience new work, attend workshops and talks, develop projects and find new collaborators.

Artsadmin presents a public programme of work at Toynbee Studios each year with events in the café, theatre and other studios. Working in collaboration with festivals, artists and other organisations, Artsadmin programmes work that reflects our core values

The Building Manager is responsible for the building upkeep and to support the activities of the public programme, hirers and tenants. The Building Manager will line manage the Assistant Building Manager, planning and delivering the maintenance, improvement and long term care of Toynbee Studios and the Arts Bar & Café. They will lead on ongoing building maintenance and renovation projects related to the sustainability and efficiency of the building as well as improved access.

This is a full time position and the post holder will occasionally be required to work outside those hours and will be expected to be the main emergency keyholder.

# **BUILDING MANAGER**

## **JOB DESCRIPTION**

**Responsible to:** The Directors

**Responsible for:** Assistant Building Manager

**Salary:** £27500-£30000 pa depending on experience

**Hours of work:** 10am-6pm Monday-Friday. Some flexible hours required.

**Holidays:** 20 days plus statutory holidays and Christmas closure

The Building Manager will work as part of the Toynbee Studios operations team at Artsadmin and be responsible to the Directors. They will participate in the general running of the organisation and in public event co-ordination at Toynbee Studios.

They will be responsible for managing the building at Toynbee Studios. S/He will be expected to take an active role in the decision making process of the organisation at regular staff meetings. They will have a sound knowledge of practical, legal, technical and administrative aspects of managing a public building.

### **Building Management**

- Ensure Toynbee Studios is a safe and well managed venue for all users
- Fulfil all statutory monitoring, testing and reporting required by law and ensure the efficient management of such systems and records, updating as necessary
- Manage all maintenance agreements and ensure best value and best practice in association with the Head of Finance and manage relationships with external contractors including pest control, recycling, refuge and CCTV.
- Develop and implement long-term preventative maintenance plan with the directors
- Ensure that the building is compliant with all licensing and other legal requirements including all current DDA regulations and provides maximum access and equal opportunities.
- Manage and record best practice and green energy consumption.
- Manage record-keeping relating to building plans, capital work, plant and equipment purchasing and maintenance with the Head of Finance.
- Member of the Green Team
- Manage Building Key distribution and record-keeping
- First point of contact in the event of any emergency
- Liaise with Toynbee Hall Management on the upkeep of the common areas of the site

### **Health and Safety:**

- As Health and Safety co-ordinator to ensure that Artsadmin's health and safety policy is adhered to in relation to the legal compliance of the building
- Ensure that the building complies with all current fire regulations and that all equipment is maintained and updated.
- Oversee the purchase of all cleaning equipment and supplies, first aid materials and lightbulbs and other consumables.
- Carry out annual fire risk assessment at studios and implement any necessary works.

## Finance

- Manage the building budget accommodating large scale replacement purchases/future maintenance (i.e boilers) with Directors
- Liaise with the Head of Finance to ensure that the building is compliant with all necessary insurance regulations.
- Liaise with the Head of Finance to ensure best value on the rating of the building from Tower Hamlets Council.
- Procuring and managing the budgets and Projects for any capital retrofits and renovations advising the fundraising team where necessary.
- Annually review risk register with Directors and Head of Finance.

## Staffing and building users

- Manage Assistant Building manager
- Manage casual building staff and contractors working on-site
- Liaise with the Admin & Studio Manager to manage the co-ordination of evening and weekend security cover, arranging training when necessary.
- Provide building tour and review security procedures for all staff and tenants as part of induction
- Liaise with building tenants and users and deal with issues arising.
- Ensuring tenants and building users are kept fully informed of the progress of all repair and maintenance work reported by or affecting them
- Ensure there is a sufficient pool of trained staff to meet H&S regulations
- Manage training of Fire Wardens, First Aiders and Stewards for public events and ensure Artsadmin is fully compliant with H&S regulations.
- Attend regular staff meetings

## Building and equipment maintenance

- Manage a programme of general maintenance for the building.
- Manage the cleaning of the building and supervise cleaning staff.
- Manage a programme of equipment updating for the building.
- Organise, purchase and lead on installation of equipment with the Director.
- Manage all security issues relating to the building.
- Manage all necessary tests of emergency lighting, water temperature and hygiene, heating boilers.
- Carry out PAT testing of electrical equipment stock owned by Artsadmin.
- To monitor & assess use of the building and provide reports when required.
- Respond to relevant enquiries from tenants and hirers (building maintenance).
- Manage the maintenance, storage and safety of technical equipment for Toynbee Studios, including operator induction as relevant. Set up equipment for hirers as required.
- To undertake maintenance tasks with the assistant building manager – painting walls, sanding floors and other ongoing maintenance with sufficient practical knowledge to undertake basic maintenance, decorating and even unblocking a toilet

## PERSON SPECIFICATION

	Essential	Desirable
Relevant Experience & Knowledge	<ul style="list-style-type: none"> <li>• Experience of managing a team</li> <li>• Experience of risk assessments</li> <li>• Experience of using &amp; developing systems and procedures</li> <li>• Experience of managing a budget</li> <li>• Experience of construction or maintenance work</li> <li>• Experience of venue or facilities management</li> <li>• knowledge and understanding of H&amp;S legislation</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of negotiating contracts and relationships with service providers</li> <li>• Fire Marshall and First Aid training (this can be provided)</li> <li>• Theatrical production knowledge relating to events</li> <li>• Personal License Holder ( can be provided)</li> </ul>
Skills & abilities	<ul style="list-style-type: none"> <li>• Good administrative and IT skills.</li> <li>• Ability to juggle competing demands within tight deadlines</li> <li>• Ability to deal with urgent maintenance needs</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to write briefs for contractors and internal reports</li> <li>• Supporting procurement resulting from fundraising activity.</li> </ul>
Personality	<ul style="list-style-type: none"> <li>• patient and good humoured</li> <li>• Able to deal with multiple demands and remain calm</li> <li>• Good communication skills</li> <li>• A problem solver</li> </ul>	
General	<ul style="list-style-type: none"> <li>• Commitment to our green policy</li> </ul>	Interest in the artists work.