

Building and Facilities Manager Recruitment Pack

For access queries, including any alternative formats, or if you have any difficulty completing the online form, please call 020 7247 5102 or email access@artsadmin.co.uk.

Please find enclosed information on the role of Building and Facilities Manager at Artsadmin.

To apply please go to <https://www.artsadmin.co.uk/about/jobs> and complete our online application form.

Deadline for applications: **Monday 9th December, 10am**
Interviews will take place **Thursday 19th December, in person**

Thank you for your interest in Artsadmin.

Please refer to the Building and Facilities Manger job description and person specification in your application.

This application pack contains:

- Applicant guidance notes (p.2)
- About us (p.3)
- Building and Facilities Manager job description (p.6)
- Building and Facilities Manager specification (p.10)

We are seeking a Building and Facilities Manager who will ensure the efficient and sustainable operation of our vibrant and creative building, Toynbee Studios, which includes rehearsal studios, managed offices and a cafe.

The successful candidate will be a motivated and methodical individual who can demonstrate the skills and experience necessary to run a building in a safe and well-maintained way alongside a commitment to providing a warm and welcoming environment for visitors, staff, tenants and hirers. They will have good communication and organisational skills, be task-focused and proactive in their approach.

This is a full-time post with scope to really make a difference to a well-regarded arts charity. Artsadmin is a company of creative people working with artists to develop and make performance projects for local, national and international

audiences in a variety of places and contexts. This is an exciting time to join us as we embark on the next chapter of our work.

Kind regards,

Raidene Carter, Artistic Director & CEO

**BUILDING AND FACILITIES MANAGER
APPLICATION GUIDANCE NOTES**

Please follow the checklist below to ensure you fully complete your application.

What?	Why?	Completed?
Read Guidance Notes	To ensure you send the best application you can, so you're more likely to be shortlisted.	
Research Artsadmin	This will tell you about who we are and the work we do: artsadmin.co.uk	
Read the Job Description	This explains the key activities of the role. You need to be sure that you have the potential to fulfil the activities outlined, and are interested in the full range of the role. It will also detail the areas of expertise you should highlight your experience of in your application form.	
Read the Person Specification	These illustrate the minimum requirements for the role. It is important that you clearly demonstrate these in your application. The desirable requirements are indicative of potential specialities that are good to reference but not essential.	
Complete the application forms	Please complete all sections as fully as possible. Remember to include all relevant experience including voluntary work, placements etc along with paid employment. The application form can be found through our Online Recruitment Portal . Complete the Equal Opportunities Form, which is a separate anonymous form, also on our recruitment portal.	
Submit your application	You will receive a confirmation email. If you have any difficulties with your online application, contact us 020 7247 5102 or email admin@artsadmin.co.uk Deadline: 10am Monday 9th December. We cannot accept applications after this time.	

WHO WE ARE

Artsadmin creates the conditions for art to explore the spaces in-between. Our work and projects explore the areas between social and environmental justice, the hyper-local and the international.

Values-Driven

Artsadmin works with artists, communities and collaborators in the development of creative work and conversations. Ensuring the success of these requires us to be led by our values, and to live them across everything we do.

- We **nurture vision** from artists at all stages of their careers, with **care and support**.
- We **take action** to make projects happen locally, nationally and internationally **with creativity and ambition**.
- We **cultivate connection**, with and in-between artists, communities, programming partners and funders **with generosity and humility**.
- We are actively interested in **progressing equity**, in the projects we produce and the ways we work **with commitment and empathy**.

What we do

We are a collaborative partner, working with artists as they explore and develop new projects, contexts and ways of working. Everything we do is part of a unique curated artistic programme, from one-off hour-long Creative Support Sessions at our east London home, to multi-year global partnership platforms.

We are based in and manage Toynbee Studios, a vibrant centre for the creation, development and presentation of new work and the nurturing of extraordinary talent. Our studios are also crucial to our income, accommodating commercial and charitable hirers for rehearsals and creative activities.

Our café is run by Alba Caffè, who lease the café from us. They are open 8.30am – 4pm Monday to Friday and run one off events outside these times.

Several offices and spaces within the building are rented out to artists and other creative organisations.

How We Do It

Everything we do is project-based. Some are artist-led, and some are conceived and led by Artsadmin. We work to develop and produce these projects and, with venue and festival partners, bring them to audiences locally and globally. At its heart, our work is about collaborating with artists so their projects find the right context, partners and support.

We champion projects that speak to the ‘here and now’ really clearly, where artists are asking questions that feel urgent and essential. We value projects that align with our long-standing insistence that the arts have something to say about the climate emergency and social injustice. We are drawn to projects with an intuitive and rigorous enquiry rather than those making statements about the way the world is or should be.

The work we produce is neither defined nor confined by any one particular artform. We produce creative, risk-taking projects that connect with the DNA of Artsadmin and the post-punk political context in which it was founded in 1979.

Why We Do It

The world is complex, polarised, and full of siloes, echo chambers and barriers.

Artsadmin creates the conditions to explore and make meaningful, high-impact connections in the space in between these, taking shape through diverse people, places, art forms, dialogues and topics—that is, social change. With partners, artists and communities of interest and place, we create art projects and experiences that could not exist or be sustained otherwise and that change people’s lives across climate justice; social justice; the progression of equity; and the pursuit of sustainable artist, producer and arts worker careers.

By ‘justice’, we mean the inspiration of behavioural change, perception and attitudinal change, connectivity, empowerment, and empathy around the climate and critical social issues of our time. We produce projects with artists that audiences don’t just attend, but that they experience in multi-sensory ways, in unique contexts. These are projects that deeply move their audiences, and that people remember for years. They stretch the imagination and create an immersive frame to perceive the world in new and unexpected ways, creating shared experience, supporting connection and empathy in an increasingly polarised and fractured world.

VALUES-DRIVEN

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OUR WORK ON ACCESS, INCLUSION AND ANTI-RACISM

At Artsadmin everyone's contribution is valued. We aim to be an organisation that reflects the diversity of our city and country, supported by our internal organisational culture and actions. You can read our [Anti-Racism Policy and Action Plan](#) online.

We follow the [social model of disability](#). Our [Accessibility Policy](#) has been informed by our nine year partnership with [Shape Arts](#) to co-deliver the £4.9m [Unlimited](#) disability arts commissioning programme. Our building has been updated and our accessibility infrastructure has been enabled to ensure users, artists, staff and participants can fully engage.

Our policies relating to anti racism, trans inclusion at work, and disability inclusion can be found [here](#). Please see in particular our [Welcome Statement](#) and [Safer Spaces](#) policy which support all our activities at our home in Toynbee Studios. Abuse and discrimination are never tolerated.

Building and Facilities Manager

Job Description

Responsible to: General Manager (from April 2024) Chief Operating Officer prior to that

Additional reporting: Chief Operating Officer

Salary: £34,000 - £38,000, depending on experience

Type of contract: Permanent, full time

Hours of work: 40 hours per week including a paid lunch hour. Usual working hours between 8am-4pm Monday to Friday but sometime hours will need to be flexible due to the nature of the role.

Holidays: 20 days, plus eight public holidays. Artsadmin currently operates a 10-day, discretionary winter break in addition to staff leave entitlement.

Probation Period: Six months

Notice Period: Three months after probation period

External Relationships:

Contractors, Caffè Alba team, suppliers, building users and hirers, building tenants

Internal Relationships:

Chief Operating Officer, General Manager, Studio Hires Manager, Operations Assistants and Freelance IT support.

Purpose of the Role

Management and maintenance of Toynbee Studios in accordance with Artsadmin's core values and mission.

You will oversee the day to day building and facilities operations and manage planned preventative maintenance of services and equipment. You will work with the General Manager, the Studio Hires Manager and the wider Artsadmin team to ensure that the building is safe and welcoming and regularly repaired and redecorated. You will be the main point of liaison with all external contractors, including M&E contractors, plumbers and electricians.

This is a key role in an important team where the emphasis is on teamwork and collaboration.

The office is generally open 10am-6pm Monday to Friday. A lot of your work will need to be done outside of these hours which is why the core hours for the role are 8am – 4pm but some flexibility will be required.

The Building and Facilities Manager is also a keyholder for the building and may be called out in an emergency.

Duties include:

Building/Facilities Management

- Provide a practical, hands-on, solution-based approach to day-to-day facilities management.
- Plan and manage the Planned Preventative Maintenance contracts for Artsadmin, Toynbee Studios and Café Alba.
- Lead and manage a programme of general maintenance for the building.
- Undertake frequent building systems reviews and checks, report defects and make suggestions for improvements
- Be responsible for management and maintenance of building plant and machinery
- Day to day communication with our Landlord (Toynbee Hall) and our tenants
- Ensure the safeguarding of the Historic Grade II* status of the café building is maintained throughout all building maintenance works.
- Maintain the site as required; conduct maintenance directly, book in-house maintenance support to deliver work, or oversee contractors coming to work on site
- Respond to and resolve where possible all emergency maintenance issues
- Schedule and oversee all routine and annual compliance tests (water, gas, electricity, alarms)
- Arrange annual building-wide PAT testing, inspection of electrical installations and lifting equipment by certified contractors and to keep up-to-date records
- Manage and update the asset register when required.
- Help manage technical resources and equipment of Toynbee Studios
- Manage the relationship with the buildings contract cleaners, and ensure high standards of cleanliness and good housekeeping across the buildings at all times
- Maintain excellent records for all maintenance and compliance

- Liaise with internal teams to schedule removal of waste items from the building.
- Ensure Artsadmin receives the best and most appropriate service from contractors across the building, that maintenance is cost effective, delivered safely, meets sustainability aims and ensures productivity and functionality
- Optimise the efficiency of equipment and services within the building
- Monitor utilities consumption and work with the General Manager and Artsadmin's energy broker to ensure appropriate contracts are secured.

Sustainability

- Ensure that sustainability is embedded in all areas of work and future thinking (e.g. change of supplier or process)
- As a member of the Green Team, look for ways to make the building more sustainable

IT

- Working with the external IT consultant, maintain an overview and working knowledge of Artsadmin's IT systems and infrastructure, including computer hardware and software
- In collaboration with the COO/General Manager, develop a good understanding of each of Artsadmin's chosen software systems, and look at ways to improving efficiency and process

Health and Safety

- Lead the day to day management of building health and safety, as delegated by the COO/General Manager, ensuring all relevant legislation is adhered to and that safe working practices are always observed.
- Ensure that all building users/occupants comply with Safe Systems of Work and Building Risk Assessments
- Ensure that Artsadmin and Café Alba meet statutory H&S, environmental and security responsibilities.
- Ensure all external contractors receive a H&S induction upon arrival and before commencing work
- Ensure adequate, up-to-date risk assessments and RAMS are in place for all works taking place on site ensuring they are adhered to for all building activity
- Act as appointed first aider, fire marshal and key holder for the building, including responding to alarm call outs as and when required
- Support the COO and General Manager, who will be the senior leads for Health & Safety
- Ensure full compliance with all building-related legislation
- Manage the annual H&S audit, and all other planned and unplanned inspections, oversee remedial work required as a result

- Maintain building risk assessments and method statements
- Deliver building H&S inductions to all new staff
- Run weekly fire alarm tests, and annual fire drills
- Report on all building-related matters to the COO and General Manager

Security

- Being the first point of contact for all building safety and security issues ensuring that the COO/General Manager are kept informed.
- Manage day-to-day security systems
- Maintain the intruder alarm systems, key access and door codes
- Maintain the buildings CCTV system
- Liaise with the police when required regarding incidents when they occur
- To be a keyholder and ensure that adequate out of hours and emergency business continuity plans are in place; including responding to out of hours alarm call outs as and when required.
- Act as counter-terrorism liaison, attending police, local authority and BID meetings and training, disseminating relevant information to staff teams as needed

Financial

- Manage the annual building budget, including service contracts and utilities.
- Provide financial reports to the COO/General Manager and others as requested.
- In collaboration with the COO/General Manager, review, negotiate and appoint annual contracts and utilities suppliers (tender when required) ensuring value-for-money and quality of standards are maintained.

General

- To lead by example, championing and promoting the values and behaviours of Artsadmin, promoting diversity and inclusion and acting as an ambassador for the organisation
- Attend the weekly Operations team meetings and other internal meetings as required
- Lead building inductions and tours for new staff and tenants as required.
- Assist with setting up spaces for hires and events if required
- Uphold the company's equal opportunities, access, inclusion and diversity policies
- Be fully aware of the Artsadmin's activities and programme of events at all times
- Undertaking any other duties as may be appropriate to the nature of the post, as agreed with the COO/General Manager

- Maintain records including H&S documentation and standard operating procedures
- Liaison and on-site management of maintenance contractors in planning and implementing scheduled works and emergency call outs. This will include reviewing and monitoring risk assessments and method statements.
- Ensure the smooth and safe delivery of Artsadmin's public programme and activities and liaise with the public programme producer and other producers as required
- Communicate with our landlord and tenants to maintain good relations
- Ensure compliance with theatre safety policies, licensing requirements, occupancy loads, and Occupational Health and Safety Act

Person Specification

Essential skills and experience

- Experience of working in a similar role in a public or multi-purpose building.
- Working knowledge of practical, legal, technical and administrative aspects of building management
- Practical maintenance skills and a hands on approach to problem solving
- Ability to work independently and use own initiative but also work collaboratively within a team.
- Familiarity with key technology, including Building Management Systems, air handling units, environmental requirements and audio-visual systems
- Ability to manage simultaneous projects and to coordinate a safe and efficient operating environment
- Experience of managing health and safety issues in the workplace, including management of contractors, fire safety, security systems etc.
- Knowledge of up-to-date sustainability practices in relation to building management and maintenance
- Ability to prioritise and plan workload efficiently and sensitively around a busing creative working environment.

Essential competencies and aptitude

- Proactive, with a positive, service driven attitude
- Personable and team player but also self-motivated
- Effective oral and written communication skills
- Strong organisational skills

- Excellent communicator with an ability to relay and interpret technical information to non-specialists.
- Organised and self-motivated.
- Commitment to the aims and objectives of Artsadmin and an interest in working in a creative environment and supporting artists.

Desirable skills, experience, competencies, and aptitude

- First aid at Work*
- Fire warden certified*
- Familiar with CRM databases*
- Experience in technical theatre work
- Keyholding and security
- IOSH or ROSPA accreditation*
- Experience of working in the arts and creative sector

*Training can be provided