

Artist Studios Development Manager

Salary: Band: 9, £36,647 - £40,220 p.a - (£29,713 - £32,610 for 30 hours)

30 hours per week - to be discussed at interview. (You will be required to work outside of normal working hours including evenings and weekends throughout the year)

The Service

The Partnership & Commissioning team comprises of a number of different service aspects almost all of which utilise the seafront area. From being directly responsible for all operational aspects of the seafront to the delivery of the diverse and engaging events programme this small team delivers across a wide geographical area often with a high impact and high public profile.

Background

The Hotwalls Studios, located in a Scheduled Monument, is our landmark artist studios development in the city of Portsmouth. Operational since 2016, the 13 studios provide an environment in which artists and makers can develop their businesses and engage with the public. The site also includes a café (The Canteen, run by a commercial tenant) and the Round Tower which is used as a flexible exhibition, workshop and event space.

The Council continues to seek additional sites which can be used to support artist studios and provide support for the flourishing creative industries based in the city.

What is the role?

We are looking for an enthusiastic and experienced professional with a good background in operational space delivery in a cultural context to manage and continue to develop the Hotwalls Studios as a vibrant cultural destination which supports the development of new and emerging artists from the city and ensures that the historic fabric of the site is maintained.

The core functions will be to support and assist the artists selected for a tenancy at one of the studio spaces from initial advertising and selection through all aspects of their time at the studio space including facilitating the business support/mentoring to their departure after their maximum stay of 5 years. The post holder will also need to maintain transparent processes for artist selection and ensure that existing studio holder fulfil the requirements of their leases.

The role will need to continue with our effective engagement with the wider creative networks, partners and funders to maintain the success of the project including growing and encouraging wider engagement across the city.

Key will be effective working with other departments across the council including services such as the Property Service, Building Maintenance to ensure the

timely resolution of any property issues in the historic fabric of the studios and aspects such as the review of leases.

An essential part of the role will be the ability to forecast and manage budgets to ensure the project is able to sustain itself and if necessary seek other external funding with support from other officers.

The role will also seek and explore other potential studio spaces as they become available including an assessment of viability and bringing them to life if appropriate. Provision of evaluation reports for council decision meetings will also be required.

Who is the person?

We are looking for a professional with significant experience of delivering with artists who building excellent and productive working relationships internally and externally and can work with a small team across a wide range of delivery areas.

You will need to be adapt at forging strong and productive bonds with both the Council's internal services as well as engaging with external organisations. You will need to be a natural organiser, with self-motivation and drive, coupled with a genuine passion for supporting the creative industries to flourish in the city.

The post holder must have:

1. Relevant degree or post graduate qualifications or equivalent experienced of working within a cultural historical building with responsibility for the spaces
2. Evidence of experience of working with multiple partners in a diverse and busy environment including direct dealing with the public
3. Excellent interpersonal skills with well-developed communication, advocacy and influencing skills
4. Experience of supporting the operation of a cultural venue
5. Demonstrable understanding of legislation around health & safety and the current issues and landscape ideally including within a historical context
6. Experience of managing staff, apprentices and volunteers
7. Demonstrable understanding of budgeting including producing and implementing plans which deliver projects and events on time and within budget
8. Excellent time management skills, including the ability to work to tight deadlines and prioritise a busy workload
9. Proficiency in the use of Microsoft IT packages including Teams, Sharepoint and One Drive
10. Ability to lift and carry items, when setting up makers markets for example.
11. To maximise opportunities for studio holders both directly at the Hotwalls and potentially elsewhere to further develop both their business skills and their creative practice.

12. To have an understanding of current social media platforms and how these can be used as an effective promotional tool.
13. To lead on and manage a fair and transparent process for the selection of artists as studios become available in line with council procedures such as procurement.
14. To manage all budgetary areas effectively and appropriately and ensure adherence to public sector financial rules.
15. To support communications across the Council and with other partners to ensure there is widespread awareness of the Studio Artist programmes and activities and where practical to engage with other parts of the council on their delivery.
16. To proactively implement Portsmouth City Council's Equal Opportunities policies and procedures and ensure that the needs of all sections of the community are considered throughout the delivery of the service.
17. To take on any other actions as required by the Portfolio Holder or Director.

Additional Information:

How to Apply: When completing your application, please thoroughly tailor your application to the Who is the Person section of the profile with the use of examples from your experience and attach this as a cover letter in the Supporting Documents section. Please also read the How to Apply information on the website. This is important, or you are likely not to be shortlisted. **Please do not just submit a CV.**

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. **No post will be offered without it.**