

Community & Site Manager – Job Description



Position: Community & Site Manager

Site address: 310c Green Lanes, London, N13 5TT

Start Date: Mid-June 2023

Contract: 6 Months on freelance basis

Occupation rate: 2-3 days per week, which may include Saturdays and Sundays (flexible work location; mostly onsite in Palmers Green with some days in the main office in Hackney Wick)

Day Rate: £100-130 per day (depending on experience)

The person will be in charge of the general running of the site in Palmers Green, day-to-day maintenance and producing the programme of activation, as well as working with our core team supporting various aspects of the organisation.

The site is 580 sq ft and the Arbeit team is curating a programme of activation for the space such as artist residencies and pop-up events for local artists, makers and designers. The person will work closely with Spacecraft and with Arbeit's team/ General Manager to ensure the delivery of the programme of activities. The job consists of studio management, creative and curatorial tasks. We are looking for people who live in the area and are familiar with different individuals, organisations and potential partners in Palmers Green and the local area.

Arbeit Studios is a mix-use creative workspace provider, creating spaces for artists, designers, small businesses and start-ups, alongside business support, event/gallery space and a shared environment for innovative collaboration and community involvement.

To apply please send a CV, a short bio and a cover letter (try to keep within 1 page) to info@arbeit.org.uk with the title "**Community & Site Manager**"

Deadline for submissions 30th May 2023. Interviews would be during the following week.

Arbeit Project Ltd | We Make Space **Work** | A Creative Workspace Provider | www.arbeit.org.uk

Company Number: 07075487 | Registered office: 49 White Post Lane, E9 5EN | info@arbeit.org.uk

Sites: 49 White Post Lane. E9 5EN | 117 Wallis Rd. E9 5LN | Baring House, Canton St. E14 6JW | Unit OH, Enterprise Park. E10 7DQ Unit 11 Redif House, Wantz Road. RM10 8PB | 9 Martel Place. E8 2 FR | 1 Trowbridge Rd. E9 5LD | 778-782 High Road Leyton. E10 6AE Unit 41 Uplands Business Park. E17 5QJ | 182 New Cross Rd. E14 5AA

Site Management – Palmers Green

(the site itself is relatively small with a gallery/event space downstairs and one studio upstairs)

1. Open and invigilate onsite when exhibitions are on (usually Thurs, Friday & Saturday)
2. Reply to enquiries, conduct viewings and provide handovers and inductions when necessary
3. Arrange moving out procedure and keys return and change locks and codes when required.
4. Make sure the site is clean and tidy at the end of tenancies/ use
5. Conduct weekly Health and Safety procedures are in place
6. Report any other damage or issue within the building and missed collections of rubbish
7. Undertake minor maintenance works where and when necessary, such as replacing light bulbs etc and contact contractors to fix issue, liaise with contractors onsite, be present onsite if required
8. Undertake trainings when needed (such as fire marshal)
9. Make sure electrical appliances are properly working, reporting any technical issues and following-up
10. Ad hoc work as required

Administration and Office work

1. Order equipment, office supplies, cleaning materials, etc
2. Answer email enquiries about empty studios, organise and conduct viewings of the site. Fill out and sign contractual documents, hire agreements and deal with finances when required
3. Manage social media channels and updating website (training provided)
4. Communicate and liaise with General Studio Manager on day-to-day work if required
5. Work with finance officer to create financial reports
6. Working with the General Studio Manager regarding health and safety, supplies management and ordering materials and equipment for Palmers green and across sites

Artistic and Outreach programme

1. Together with Arbeit team/ Spacecraft, devise, curate and deliver a programme of activities onsite and in other sites in the area which will include, but not limited to:
 - Exhibitions
 - Pop-up shops
 - Artists in Residency programme
 - Mural Programme
 - Local Markets
 - Other activities onsite, in Devonshire Square and other locations in the area
2. Curate and deliver Arbeit's workshops and outreach programme and activities onsite
3. Maintain communication with studio members, partners and stakeholders
4. Propose and develop new projects and ideas to benefit the studio members/ local community
5. Assist with social media channels and communications with partners
6. Work with partners to deliver the activation programme
7. Seek new partners for the activation programme
8. Collate information for activity reports