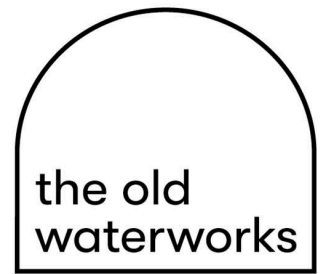


Studio Manager (Temporary), The Old Waterworks

This document covers the description of the part-time, short-term, freelance role of TOW Studio Manager, the term of the contract, value of the contract and other key information.



Contents

1. **About TOW**
2. **Description and responsibilities**
3. **Requirements and Person Specification**
4. **Contract Period**
5. **Contract Value**
6. **Contract Location**
7. **Contract Relationship and Management**
8. **How to Apply**

1. About The Old Waterworks

The Old Waterworks (TOW) is an artist-led charity in Southend-on-Sea that provides studios, facilities, and research and development opportunities for artists.

TOW is home to studios occupied by artists living in and around Southend. We have a research library which houses the Grrrl Zine Library and The Pluto Press and TOMA x TOW library. We offer desk space for artists and creatives, risograph printing where we provide a service for small-run DIY publications, workshops and low cost printing. We hold a monthly Print Club for screen-printing with Sugar Storm Studio. We host The Other MA (TOMA) during their term time and collaborate regularly to support their alternative art school offer. On Wednesday evenings in our screening room the White Bus Cinema hosts archive film screenings on their 16mm and 35mm projectors.

TOW is led by Director Dr. Ruth Jones and supported by an active board of skilled and respected trustees. Including:

Co-chairs Claire Gallagher and James Ravinet

Treasurer Mick Ekers

Natasha Carter

Sophie Sage

Ellen Mara De Wachter

Dr. David Watkins

Rehan Wazir

At TOW we want to make sure that everyone we work with always feels safe and welcome. We will not tolerate racism, classism, homophobia, ableism, transphobia, ageism, colonialism, misogyny, misogynoir, binary assumptions or fatphobia. We are founded on the belief that you do not have to justify your existence or worth as a human.

www.theoldwaterworks.com

2. Description and responsibilities

Fixed Term Contract, 6 months

1 day per week, working 1 agreed Tuesday per month to liaise with the Director

Flexibility is required to manage Venue Hires according to the calendar

Responsibilities

- ❖ Managing Venue Hires
- ❖ Building Management and Operations Support
- ❖ Risograph Inductions and Training

The Studio Manager will support the Director to operate the artists studios and charity.

They will be responsible for TOW's venue hire offer including managing communications, booking, contracting, delivery and invoicing of hires, liaising with the Director where necessary, with the aim of increasing use of our spaces.

This role will look after basic operations of the studio building, including facilities contracts, maintenance schedules for alarms, fire and building security, ensuring risk assessments are up to date and COSHH information. They will be a main point of contact for studio artists regarding maintenance enquiries.

Running our monthly risograph inductions will be part of this role and training in operating and teaching others how to use the risograph will be provided. There is an opportunity for this role to develop use of the risograph by setting up workshops or open days to increase community awareness.

3. Requirements

If you have a good combination of the skills and attributes below with only one or two missing, please feel free to apply.

We are in the process of writing an AI policy for TOW. We don't use AI to generate or edit written content or artists images. We avoid using AI tools in applications wherever possible. We would encourage applicants who are happy to work without AI to apply.

Essential skills and attributes.

- Organised with good communication skills and able to work independently as well as part of a team
- Friendly and approachable, helping people feel welcome and comfortable
- Managing venue hire site visits from diarising through to hosting
- Setting up for venue hires (e.g. layout chairs and tables, replenishing soap, toilet paper etc)
- Confident use of Google drive, Google calendar, Spreadsheets, Word processing and email
- Familiar with different social media platforms, including Instagram, and content generation and posting
- Familiarity with risograph printing including awareness of pagination, colour separation of images and basic layout for printing
- Familiarity with Health and Safety regulations, COSHH and risk assessments in the work place
- Familiarity with dark room chemistry and equipment
- Awareness of environmental and sustainability issues, inclusion and equality

Desirable but not essential

- Local to Southend or the South East Essex region
- Experience managing venue hires
- In depth risograph knowledge and experience working with one
- Experience with dark room management, chemistry and equipment
- Software skills for print work - such as Photoshop, Illustrator, InDesign etc
- Competent and confident updating website pages (wordpress), building and sending Mailchimp mailouts and use of Canva for basic social media/newsletter content design
- Facilities management experience
- First Aid trained/Fire Marshall training/Health and Safety training
- A passion for and track record of supporting environmental sustainability, diversity and inclusion in the arts
- Up to date Enhanced DBS certificate

The position includes:

Working with the Director in the day-to-day running of The Old Waterworks. One agreed Tuesday per month to be spent working alongside the Director and allowing for a diarised monthly catch up. Scope to feed into the policy, vision and fundraising of the organisation.

Venue Hires

- Monitoring the studio inbox and responding to venue hire enquiries as the main point of contact for all hires
- Sending quotes for venue hires
- Scheduling calendar for venue hires
- Contracting hires and making hires aware of terms and conditions
- Ensuring deposits and invoices are paid
- Managing venue hires with opening and closing of building where necessary and layout of space where needed, or arranging for staffing to cover operations, including quoting for this cost
- Occasionally scheduling your working time around venue hires where necessary or strategic (occasional weekend working required)
- Marketing venue hires and encouraging increase in community hires
- Liaising with TOW partners such as Grrrl Zine Fair, TOMA, Sugar Storm Studio and the White Bus Cinema with scheduling and operations.

Operations

- Helping TOW to be a welcoming and safe space for artists and the community - committed to supporting our charitable objectives
- Liaising with TOWs studio artists and desk space users on a regular basis, in person or via email to answer queries and proactively manage shared spaces including darkroom, printroom, library and screening room
- Supporting TOW with environmental improvements, making more sustainable choices where possible and implementing systems to support this
- Supporting TOW administration of COSHH, Health and Safety and Risk Assessments, updating documents and implementing systems to manage and record information where necessary
- Regular checks of fire alarms and alarm systems in the building
- Scheduling in visits for maintenance of alarms and fire extinguishers
- Ordering supplies where necessary (first aid supplies, toilet paper, soap etc)
- Collecting, replacing and updating sign in sheets regularly
- Reporting back any maintenance issues to the Director - arranging repairs where requested

Risograph

- Managing regular inductions and monthly open access sessions for our risograph printer
- Marketing the risograph for print jobs and inductions across website, socials and mailouts
- Scope to develop risograph use through monthly public workshops to generate additional income for TOW and yourself as a facilitator. We will support with funding applications specific to risograph activity

Contract Requirements

Working with the Director of The Old Waterworks included in the delivery of this work, the Studio Manager will:

- coordinate and manage venue hires, risograph inductions and basic organisational operations
- where necessary work with the Director to market venue hire and risograph
- create and implement systems with the G Drive to support organisational operations.
- support the Director on policy development, where appropriate;
- flexibility to attend TOW events outside of normal working hours;
- and undertaking such other duties as may reasonably be required.

4. Contract Period

The contract will take place over a six month period, with an option to extend if additional funding is secured. The anticipated start date is w/c 27 July 2026.

5. Contract Value

This contract has a value of £175 per day to be invoiced on a monthly basis. Total fee of £4,375 inclusive of VAT (if chargeable).

6. Contract Location

The delivery of this contract will take place at The Old Waterworks, North Road, Westcliff-on-Sea, Essex, SS0 7AB

Details of working practices and risk assessment will be supplied on the award of this contract.

7. Contract Relationship and Management

The Studio Manager is freelance and not employable by The Old Waterworks. The Studio Manager is therefore responsible for making their own arrangements regarding the payment of Income Tax, National Insurance, Public Liability Insurance and the like. The Studio Manager will be required to produce evidence of Public Liability Insurance up to 5 million on award of this contract, and provide any required equipment for its delivery. This contract will be managed by Ruth Jones, Director, The Old Waterworks.

8. How to Apply?

Deadline: Sunday 28 June 11.59pm

Shortlisted applicants informed: by 6pm Friday 10 July

In person Interviews: Tuesday 14 July

Your application should include an equal opportunities monitoring form and the following combined as a single PDF document:

- a one page cover letter explaining why you feel you are suitable for the position
- a CV with your name, address, relevant jobs, qualifications and experience (2 sides maximum)

OR

- a maximum 2 minute video of yourself explaining why you feel you are suitable for the position
- and a PDF of your CV with your name, address, relevant jobs, qualifications and experience (2 sides maximum)

Please email your application PDF or video and PDF along with your equal opportunities monitoring form to info@theoldwaterworks.com with the subject line **Studio Manager Application**

Things to bear in mind:

- We would particularly like to encourage creatives with the necessary experience who are local to Southend or the South East Essex region to apply.
- If you meet the majority of the attributes for the person specification we would encourage you to apply.
- We are not interested in AI generated or edited applications, we would prefer to hear from **you** in **your** words.
- A strong application will outline how you meet the person specification, any relevant or transferable experience you have and explain why you are interested in this particular job.

Our board of trustees will shortlist applicants for interview and you will be informed of the outcome by 6pm on Friday 10 July. If you aren't shortlisted we won't be able to give individual feedback. Applicants shortlisted for interview who are unsuccessful will be given individual feedback.

If you have any questions that are not answered here, please email info@theoldwaterworks.com with subject line **Studio Manager Position Query**