

EP Spaces Coordinator

Contractual Details

Reporting to:	EP Spaces Project Lead.
Location:	Edinburgh Printmakers, Castle Mills, 1 Dundee Street, Edinburgh EH3 9FP. Travel to studios throughout Scotland.
Working hours:	Full time, 37.5 hours a week. Occasional evening and weekend work may be required.
Contract Duration:	Fixed term for 12 months, with potential to extend.
Annual Salary:	£25,000 per annum plus pension contribution.
Annual Leave:	33 days, including public holidays.

Edinburgh Printmakers is at an exciting point in its development, after the launch of its £10m home in Fountainbridge in 2019. We have expanded our offer, with new studios and galleries, a dynamic programme of exhibitions, sell-out events and courses, spaces to hire, accommodation for visiting artists, an archive, café, and shop.

Our vision is to help shape a better world through widening access to printmaking and the arts through creating an international centre with world-class facilities and exceptional models of support for artists. Here visitors can connect with our work, and we can connect with the world. Our mission focuses on advancing artistic excellence in print and visual arts practice and sustaining communities of artists to contribute to the cultural life of the nation.

Established in 1967, Edinburgh Printmakers was the first open access print studio in Britain. We are now one of the largest in the world. We play a leading role in connecting studios, workshops, and creative spaces nationally and internationally, enabling high-quality making and social enterprise. As contemporary art researchers, producers, curators, and educators, we are a key agent in the cultural life of Scotland and its capital city.

We receive core funding from Creative Scotland as part of its network of Multi Year Funded Organisations and Strategic Partnership Funding from the City of Edinburgh Council. We fundraise actively, and as a charity with a trading arm all our profits are reinvested in our charitable objectives.

EP Spaces provides low-cost temporary spaces in locations across Scotland for creative people to use. The programme aims to support the creative community at very low cost, transforming and animating each property location into a creative hub, and providing subsidised workspace for

creative people wherever it pops up. We currently operate in Aberdeen, Blantyre, Edinburgh, Glasgow, Glenrothes, Grangemouth, Falkirk, Motherwell, Kilmarnock, Uddingston and Paisley.

Job Description

Main duties and responsibilities

The EP Spaces Coordinator has responsibility for coordination of artists spaces across Scotland working to ensure Edinburgh Printmakers' administration of EP Spaces is efficient and effective, and that our project management systems are always implemented and operational. The role is responsible for ensuring our filing systems and management of data is compliant with GDPR and organisational policies.

Alongside internal administrative coordination including maintaining project filing systems, the post holder is responsible for managing external relationships, the functionality of spaces for artists/creative practitioners, business clients, and other organisations and their stakeholders. The successful candidate will build strong working relationships with artists and creative practitioners, partners, and sector contacts in each EP Spaces location and at Castle Mills, supporting the effective coordination of the strategy with the wider team as required. They will be a highly organised self-starter, with excellent administration and communication skills. Resourceful and entrepreneurial in their approach, they will be highly motivated to achieve the aims of the EP Spaces strategy.

Areas of Responsibility

- Research artists/creative networks in locations across Scotland; build waiting lists of individuals and groups seeking workspace in Scotland, raising awareness through social media and direct communications.
- Deliver effective administration and be a point of contact for artists, partners, and contractors using our EP Spaces properties.
- Maintain accurate filing systems and process financial and studio holder paperwork and direct debits for the project.
- Plan and deliver tours as well as health and safety inductions for prospective practitioners and partners at off-site spaces across Scotland and conduct compliance spot checks.
- Conduct risk and fire safety assessments, and studio inductions for off-site spaces
- Conduct health and safety assessments at new spaces
- Maintain up to date databases, keeping track of studio holders, memberships, contractors, property information, and other details as needed in compliance with GDPR.
- Co-ordinate, liaise, and provide support for artists, partners, and contractors at EP Spaces locations.
- Co-ordinate promotional material relating to the project in collaboration with the EP Spaces Project Lead and Head of Marketing & Engagement
- Assist with the documentation and monitoring of activity outputs at each location for reporting and evaluation purposes.
- Respond to emergencies and supporting the EP Spaces team with any building emergencies that might arise.

Other

- Work with the staff team to ensure that office systems and procedures are followed
- Follow guidelines, procedures, and policies in relation to financial and data management
- Undertake any other duty or responsibility that may reasonably be allocated by the Senior Leadership Team
- Work within the context of the Equality, Diversity, Inclusion (EDI) policy and strategy, both within delivery of service and treatment of employees and all other Company policies
- Work occasional evenings and weekends as necessary, taking this as Time Off in Lieu
- Attend networking and industry events as required.

Person Specification

Essential knowledge and experience

- Educated to degree level or equivalent in a relevant visual arts subject
- Experience of coordinating artists' studio spaces and an understanding of health and safety requirements for meanwhile spaces
- Strong administration skills and excellent attention to detail
- Ability to develop and maintain positive relationships with artists and other stakeholders in particular landlords and agents
- Demonstrated proactive attitude to work, able both to show initiative and work to instruction
- Ability to work independently, as well as part of a team, meet deadlines and manage a number of projects at the same time and with accuracy
- Excellent time-management and able to prioritise tasks in a busy working environment
- Excellent written and verbal communication
- Proficient IT skills including spreadsheets, social media and database management and knowledge of Microsoft Office suite
- Ability and willingness to travel across Scotland and flexibility to work evenings, weekends if required

Desirable knowledge and experience

- Ability to analyse data and produce reports, including budget reports
- Knowledge of project management software
- Experience of researching and growing client and stakeholder databases

Personal Qualities

- Positive, can-do attitude and ability to work well in a small team
- A flexible approach to work and an openness to new ideas
- A motivated, confident, and positive individual
- Enthusiasm to help Edinburgh Printmakers grow its activities
- Commitment to the organisation's values which include creativity and passion for the arts; diversity and inclusion; and integrity, fairness and transparency
- Willing to work hard, be proactive and work within deadlines
- A self-starter able to set the standard by their own professionalism

Access

Edinburgh Printmakers will make reasonable adjustments to the office or to working arrangements to accommodate the needs of people with disabilities. Please discuss your access needs with us at any stage in the application process.

Equal Opportunities

All staff members are expected to further, promote, and ensure the implementation of, the Equalities, Diversity, Inclusion Plan.

The successful candidate should be able and willing to travel across Scotland to attend the different EP Spaces locations.

Commitment to Equality, Diversity, and Inclusion

Edinburgh Printmakers aims to have a workforce that represents a variety of backgrounds and cultures and can provide the relevant knowledge, abilities, and skills for the organisation. Anyone who meets the requirements of this job is eligible for employment within Edinburgh Printmakers irrespective of age, disability, employment status, gender, health, marital status, sexual preference, membership or non-membership of a trade union, nationality, race, religion, social class, or other non-job relevant personal characteristics.

We make every effort to eliminate discrimination, direct and indirect, from our recruitment and selection process. Where applicable, reasonable adjustments will be made at each stage of the recruitment and selection process as required to reduce any potential barriers faced by applicants and to give them equal access to employment opportunities.

Edinburgh Printmakers will make reasonable adjustments to the office or to working arrangements to accommodate the needs of people with disabilities. Please discuss your access needs with us at any stage in the application. We welcome applications from disabled and ethnically diverse candidates. We also welcome applications from job sharers.

If you need this application pack in a different format or would like to submit your application to us in a different way, e.g. by video or sound file, please contact us on HR@Edinburghprintmakers.co.uk

If you have questions, or would like an informal chat about the role, please get in touch. We look forward to receiving your completed application and thank you for your interest in the vacancy.

Working Hours

This is a full time, 37.5 hours a week role. Occasional evening work is required for events and will be granted as time off in lieu.

Training

A training plan will be developed to support this role.

Application Process

Please submit an up-to-date CV and a 2-page max. cover letter which sets out clearly how you match the skills and experience required for the role. Please also include our Equal Opportunities Monitoring form included as a separate document with this pack.

Your CV and covering letter will be assessed against the person specification and job description, which is the list of requirements for this post. You should ensure your covering letter addresses each point of the person specification, highlighting the relevant skills and experience you have in each of these areas.

Application Deadline: noon, Thursday, July 31

Interviews will take place w/c 10 August

Completed applications should be sent by e-mail to: HR@Edinburghprintmakers.co.uk with the job title in the subject line.

If you would like to discuss this role, please contact alina.ologu@edinburghprintmakers.co.uk