

EP Spaces Lead

Contractual Details

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| Reporting to: | Head of Finance & Operations |
| Location: | Edinburgh Printmakers, Castle Mills |
| Working hours: | Full time, 37.5 hours per week. Occasional evening and weekend work may be required |
| Contract Duration: | Permanent with a 6-month probation period |
| Annual Salary: | £29,000-£33,000 subject to experience |
| Annual leave: | 33 days, including public holidays |

Established in 1967, **Edinburgh Printmakers** was the first open access print studio in the UK. 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.

Our vision is to help shape a better world through widening access to printmaking and the arts through creating an international hub 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.

Edinburgh Printmakers relocated to a new 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.

We receive 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.

The EP Spaces Lead will hold responsibility for representing and advocating for our Scotland wide network of temporary artists spaces occupying empty shops and offices in 10 different locations across the country. EP Spaces artists are part of our growing community of more than 1000 artists working across a wide range of disciplines. The next phase of development of this exciting programme will see new creative projects and opportunities for EP Spaces, supported by our highly experienced team of arts professionals committed to generating the best possible opportunities for artists and creatives across Scotland.

We are seeking a committed, highly organised individual able to manage a dynamic team at a time of positive change and enterprise. While arts experience isn't essential you will be interested in the arts with experience and skills in project management, adept at problem solving and finding swift solutions to ensure the EP Spaces studio network operates as efficiently as possible. You will bring imaginative flair and ambition to grow our community and opportunities for future development. As such you will be highly skilled at maintaining trusted relationships with diverse groups of people from different backgrounds.

Examples of EP Spaces Artists projects

- The Common Guild | *eco-co-location* | performance by *Corin Sworn* and nussatari in a near empty suburban business park
- Aqsa Arif | *Raindrops of Rani* | multi-disciplinary exhibition at Edinburgh Printmakers
- Development of Studio North Collective | temporary art and public exhibition space in Aberdeen

Job Description

Main duties and responsibilities

Principle aims of the post:

The EP Spaces Lead is responsible for the successful delivery of our national provision for artists and creative companies across Scotland. This includes ensuring that the meanwhile spaces we use for this scheme are fit for purpose and compliant with building and health and safety regulations. It also includes supporting the EP Spaces creative community through negotiating and working with partners to help our license holders flourish and fulfil their creative potential.

The role includes responsibility for the management of operations, including property research; acquisition; negotiating contracts; scheduling; risk policy implementation; Health & Safety; artist research; partnerships.

Areas of Responsibility:

Strategic Planning and Implementation

- Work with the Head of Finance and Operations and EP Spaces team to produce an annual plan for EP Spaces for approval by SLT and the Board of Trustees
- Work with the Head of Marketing and Engagement to develop a communications strategy for EP Spaces, to support the meeting of annual targets
- Work with the EP Spaces team to optimise studio usage and activities across our meanwhile spaces
- Work with the staff team to ensure policies, admin systems, and procedures are maintained
- Work within defined budgets to support the running of EP Spaces studios
- Work with the Finance Officer and EP Spaces Administration Coordinator to ensure artists' Direct Debits are set up and paid on time
- Issue invoices and collect payments in a timely manner, maintain up to date management accounts and monitor income and expenditure against budget targets.

Property Management

- Work with our operational partner Hammond Associates to research and secure new EP Spaces properties to improve services to artists and creative companies
- Ensure timely and clear proposals are issued to landlords in liaison with artists on proposed space usage
- Ensure leases are in place for all properties
- Work with the Facilities Manager to ensure all properties are compliant with building regulations
- Manage MRR & Discretionary Relief applications and appeals processes: scheduling and submission of applications; liaison and correspondence with council officers regarding inspections and appeals
- Work with the Finance Officer to ensure landlords donations and rates contributions are paid on time
- Working with the EP Spaces Team to ensure risk policy implementation, and health and safety compliance
- Manage relationships and correspondence with agents and landlords.

Creative Development

- Work with the EP Spaces Creative Coordinator to explore new opportunities to connect people across our artist and creative industries networks via programming and the development of a skills offer to artists.

Line Management

- Manage the EP Spaces Administrative Coordinator and EP Spaces Creative Coordinator including recruitment, contractual agreements, performance reviews, holidays, TOIL, 1:1 meetings to manage and steer work plans, mentoring, staff training.

Equal Opportunities

- All staff members are expected to further, promote and ensure the implementation of the Equalities, Diversity and Inclusion Policy and Plan and Equal Opportunities Policies.

Other

- Work occasional evenings and weekends as necessary, taking this as time off in lieu.
- Undertake any other duty or responsibility reasonably be allocated by your line manager.

Person Specification

Essential

- Degree or equivalent professional experience
- Experience of project management for projects spanning multiple locations
- Excellent interpersonal and communications skills and ability to motivate and manage staff
- Experience in marketing and communications
- Experience in supporting artists networks
- Experience of researching and growing client data bases
- Sound knowledge of 24/7 building operations
- Strong organisational skills and excellent time-management
- Experience of managing budgets

- Strong IT skills including knowledge of Microsoft Office suite
- Ability to analyse data and produce reports
- Strong written and verbal communication
- Strong organisational skills and strives for a high level of accuracy with strong follow up skills
- Willingness to travel across Scotland on a regular basis

Desirable

- Experience in the coordination of leases, building regulatory compliance and health and safety
- Knowledge and understanding of local authority rating processes and making applications for Mandatory and Discretionary charitable rates relief
- Connections to networks of artists and creative professionals and understanding of their professional needs
- Experience of working in partnership with local authorities on arts development projects that benefit artists and creative companies.
- Clean and full driving license and car owner

Personal Qualities

- A self-starter able to set the standard by their own professionalism
- A team-oriented motivated, confident, and positive individual
- Ability to problem solve and generate simplicity out of complexity
- Willing to work hard, be proactive and work within deadlines to drive the business forward
- Flexibility and sound judgement on when to be adaptive.
- Commitment to the organisation's values which include creativity and passion for the arts; diversity and inclusion; and integrity, fairness, and transparency

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

Training will be developed to support this role.

Application Process

Please submit an up-to-date CV and a 2-page covering 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 29 January
Interviews will take place on Thursday 5 February

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 talk to someone about this role, please contact
HR@edinburghprintmakers.co.uk.

Candidates will be informed whether they have been invited to interview by 5pm on Thursday 28 January.