

EAST ST ARTS

Job Description

Property Development Manager

Reporting to: Artistic Director Jon Wakeman

Salary: £30-32k

Hours: 37.5 (FT)

Responsible for: Studio manager, Temporary Space coordinator and Temporary Space and Artist's Coordinator

Location: Patrick Studios, St. Mary's Lane, Leeds. LS9 7EH.

Background:

East Street Arts is an organisation which focuses on contemporary artists. Its' aims are to offer space, opportunities, services and resources to artists and those working with artists, supporting the development of a strong visual arts infrastructure locally and nationally.

East Street Arts is a company limited by guarantee (Company No 35986120) and is a registered charity (no 1077401).

Job Description:

Purpose:

To manage the organisation's current portfolio of venues: a mix of charity owned buildings, long-term leases and the large amount of leases UK – wide in use on temporary leases. To manage the staff team, external relationships, contracts, maintenance, finance and the space's use, specifically focused on studios and external use by artists and their audiences.

To work closely with the Directors on the strategic development, growth and financial model of East Street Arts' property portfolio ensuring that the organisation has continued access to a range of buildings through capital and lease arrangements - currently 2 owned buildings, 5 long term lease and 100 national temporary leases - and is positioned positively as a national leader in the campaign for the development and resilience of spaces for artists.

The ideal candidate will have an interest in the arts and extensive experience of asset and property development and finances. This is a senior management post working directly with the three Directors and Finance Controller.

Main duties

- Initiate, integrate and maintain a Project Plan focused on artists' use and spaces alongside East Street Arts' Business plan
- Develop a staff team and contractors with appropriate skills and expertise
- Ensure compliance with all relevant Health and Safety requirements and to oversee the maintenance and cleaning provision within the buildings
- Manage the preventive inspections and checks as required to maintain a safe environment dealing quickly with risks

- Work closely with the Marketing Manager to develop a communications plan including a campaign for the need for artist's Spaces
- Develop our stakeholder influence and lobby for a better understanding of artists needs
- Explore the use of technology to enhance our marketing, data sharing and learning needs and profile our work more efficiently
- Develop an overview and understanding of strategic and policy driven issues in connection to artist's spaces to better inform direction and keep abreast of changes in property regulations and legislation
- Work closely with key artist based partners UK wide to develop plans in support of their ambition and potential
- Lead on aspects of monitoring, market research, evaluation and reporting (monthly/quarterly) to SMT/Directors/Board
- Represent the team through internal meetings and discussions and through external presentations
- Ensure the Creative Case for Diversity is at the core of our relationship with artists
- Provide a high quality service to artists, temporary spaces partners, landlords and property agents in a prompt and professional manner.
- Operate systems including licences and hire agreements and work to financial protocols set centrally
- Work with the Finance team to efficiently manage business rates, utilities and billing and ensure that payments are made in a timely way.
- Implement procedural changes to reduce the debtor amount and improve organisational cash-flow
- Oversee a well-managed induction process for all new artists and complete all necessary records
- Ensure that occupancy and building usage is as high as possible.

Responsibilities of all staff members:

- To take an active part in communicating and cooperating with other staff and departments
- To follow guidelines, procedures and policies provided by the company in relation to financial management and personnel records
- To work in accordance with the Equal Opportunities policy of East Street Arts
- To be aware of, and comply with, rules and legislation pertaining to Health and Safety at work