



**Studio &  
Relationships  
Coordinator  
(Colchester)**

**JOB PACK**

**EAST ST ARTS**



# Contents

Cover Letter	1
Role Overview	2
Key Responsibilities	3
Person specification	4
Terms of the role	4
How to apply	5



# Cover Letter

Hello,

We are so pleased that you are interested in this post. If you don't already know us - East Street Arts are a creative social enterprise and charity. We support artists to create space for making art, interactive events and learning opportunities to make our cities better places to live and work.

Our work can be seen on buildings, in the high street and in our neighbourhoods, and as part of the range of permanent and temporary buildings we manage. We are here to support artists as we believe they have the talent, energy, ideas and determination to change our worlds.

Founded by two artists 30 years ago, we are now led by original co-founder Jon Wakeman (Artistic Director) and Anita Kumari who joined the team as Executive Director earlier this year. The team is made up of 23 staff members and a number of freelancers working across a diverse range of programmes and projects.

We always work with an entrepreneurial spirit, which means we like to do things differently, take risks and change our minds! We aren't afraid to fail and we always put supporting artists at the forefront of all our decision making.

We encourage applications from those with less visibility in the arts. And specifically welcome applications from LGBTQIA+, Disabled and Black, Asian and Minority Ethnic candidates. Self-definition is at the sole discretion of the Applicant.

We are happy to make reasonable adjustments to our recruitment process, interviews and of course the way we work and our workplace to adapt to the needs of any employee experiencing access barriers. If you're interested in this role, but aren't sure if it is for you, you are welcome to contact us for an informal conversation. We can tell you a bit about what it is like to work here, and you can ask any questions you need to before committing to applying.

If you want a chat please email us at: [matthew.bowman@esamail.org.uk](mailto:matthew.bowman@esamail.org.uk)

We are trying to make our application process as open and accessible as possible, so if you have any feedback we would love to hear it.

Otherwise, read on and apply! We can't wait to hear from you.





## Role Overview

The Studio & Relationships Coordinator (Colchester) will work closely with the Spaces team on the Space for Artist Programme. You will be our eyes and ears on the ground and help us manage our properties and relationships within Colchester, Essex and the surrounding counties.

The work will fall across a broad range of responsibilities spanning site tours, studio holder inductions, health and safety reviews, promotion of our services and support, and some basic administration.

The role is casual, and hours will vary, and is flexible depending on the personal circumstances of the successful applicant.

Training will be provided to ensure the successful applicant has all the 'tools' to succeed.



# Key Responsibilities

## Relationship management and support

- Be an ambassador for the East Street Arts brand and operations, promoting our activity and spaces to interested parties to drive interest and use of our spaces
- Source and/or induct new studio holders and space partners
- Respond to enquiries from artists, studio holders, contractors and stakeholders within agreed timeframes
- Gather studio holder activity information for promotional use
- Inform studio holders of safe practices within East Street Arts properties via health and safety inductions and regular check-ins
- Develop relationships with organisations and individuals in the locations where we do, or wish to, operate to ensure an understanding of the local ecology and a collaborative work ethos.

## Operational

- Regularly inspect existing properties to ensure compliance with East Street Arts policies, legal standards and regulations. This includes but is not limited to health and safety, fire regulations, business rates compliance, and other building compliance issues. Training will be provided
- Per East Street Arts policies, deliver induction, refresher training and building tours for studio holders, space partners, visiting artists and organisations
- Raise any building fabric issues to the Spaces team so they can be resolved promptly
- Liaise with other team members and contractors to ensure access is provided, in order to: survey the building or its operation, carry out essential maintenance, inspections and site visits

- Assist with ensuring the East Street Arts contractual obligations are met and flagging concerns
- Monitor and assist with the management of any building systems
- Support studio holders for them to produce events and activities such as exhibitions, performances or workshops across our spaces
- Visit locations around your geographical location to inspect potential properties to add to our portfolio, ensuring that these meet the needs of both the artist communities and East Street Arts

## Administration and data

- Ensure accurate building access records, keys and codes, and develop a key log, including key cutting
- Compile paperwork as required, ensuring that they are fully completed and relevant
- Support with gathering data on studio holder activity and support provided, for promotional use and reporting to our stakeholders
- Comply with GDPR and East Street Arts policies concerning data capture, storage and usage.



## Person specification

### Essential

- A sound understanding of the visual or performing arts, or both
- A strong understanding of the arts community in your location
- Commitment to equity, diversity, and inclusion
- Fast learner with the ability to learn new skills and IT systems
- Well-rounded interpersonal skills and confidence in communicating and collaborating with people from various backgrounds and fields
- Ability to work independently and with resourcefulness
- Proactive in their approach to work, seeking new areas of work
- Attention to detail, both in physical work and admin
- Ability to travel to other locations in Essex and the surrounding counties

### Desirable

- Experience working with charities
- Computer and IT literate
- An understanding of building operations and facilities
- A working knowledge of health and safety, including COSHH (training will be provided)
- Working knowledge of fire regulations (training will be provided)
- A driver's licence and access to a vehicle

## Terms of the role

- Rate of pay: £14 per hour
- Reports to: Studio Manager
- The role is casual, and hours will vary, and is flexible depending on the personal circumstances of the successful applicant.
- The role will be remote, based in/near Colchester, Essex



# How to apply

## Pre-application

If you are interested and would value an informal conversation about how it may suit you at this stage in your career, we would love to hear from you. Please contact: [matthew.bowman@esamail.org.uk](mailto:matthew.bowman@esamail.org.uk)

## Submitting an application

Please download, complete and email a copy of the application form (from our website) to [matthew.bowman@esamail.org.uk](mailto:matthew.bowman@esamail.org.uk)

The Equal Opportunities section of the application form is for evaluation purposes only, and once received will be separated from your application and will not be used in our assessment.

We do offer all of our team members training, mentoring, networking and other support – so if there are areas of the job you're not completely confident with, let us know and we can work out ways of supporting you better.

## Video and/or Voice Applications

If you would prefer to make an application by video or voice recording, it should be no longer than 5 minutes and provided as a Google link. In the video, please tell us:

- Your name, postal address, phone number and email address
- Why are you interested in this role and contributing to the work of East Street Arts?
- What skills, knowledge and experiences do you have that are relevant to the role?
- Your top three professional achievements and why you're proud of them?

## Recruitment and selection process

The deadline for applications is 5pm on Wednesday 22 November 2023

If invited to interview, we will ask you if you need any reasonable adjustments. This includes reimbursing reasonable expenses incurred within the UK. Interview questions, and an outline of the interview process, will be sent to you in advance for your preparation.



# EAST ST ARTS

artists will create positive change

registered charity 1077401  
eaststreetarts.org.uk  
@eaststreetarts



Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**