

ACAVA

54 Blechynden Street
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www.acava.org

17 December 2020

Relationship Manager (Essex)

Dear applicant,

Thank you for your interest in the role of Relationship Manager at ACAVA (the Association for Cultural Advancement through Visual Art).

The background to this role and detailed Job Description can be found alongside this document. An Application Form and Equal Opportunities Monitoring Form are also included.

Please answer the Application Question on page two of the Application Form, which is an important part of the application process.

ACAVA is committed to equal opportunities, diversity and inclusivity and we are keen to address any imbalances in our workforce. We encourage applications from all races, religions, genders, countries of origin, and sexual orientations.

How to apply

Please complete and return:

- Completed Application form (including the Application question)
- Up to date CV and current salary.

We encourage you to also complete and return the **Equal Opportunities Monitoring Form**. All information given to us on the monitoring form will be separated from the

application documents on receipt and will be held separately and anonymously for monitoring purposes only.

We are only accepting online applications for this post. **If you have a disability that makes it difficult for you to provide us with information in this way, please email us on recruitment@acava.org for assistance.**

ACAVA will not store any of your details beyond this recruitment, and all enquiries and applications will be treated in the strictest confidence.

Once you have completed your application documents, please return them to the General Manager: recruitment@acava.org with the email subject line: "Application for Relationship Manager (Essex)".

Dates

Closing date for applications: 24 January 2021 at midnight.

Interviews: Applications will be assessed as they are received. Interviews will be held remotely (on Zoom) between 18 January and 5 February 2021.

As part of the assessment process, you may be asked to complete a short written exercise that relates directly to the role you are applying for. This will be followed by an interview with members of ACAVA's management team.

You will be required to provide proof of eligibility to work in the UK.

Start date: ASAP following appointment.

We very much look forward to receiving your application.

Yours faithfully,

Anne Carpentier
General Manager

About ACAA

ACAVA (Association for Cultural Advancement through Visual Art) is an arts education charity that provides 20 affordable artists' studio buildings in London (16), Essex (3) and Stoke-on-Trent (1) supporting c.500 artists and cultural organisations.

For almost 50 years, ACAA has been one of the UK's largest and most progressive studio providers – helping to define the affordable studio sector and making an immeasurable contribution to visual arts, arts education, and community arts.

ACAVA is an innovative organisation. Ten years ago, it was the first large studio provider to establish buildings and artist communities in Essex. Five years ago, in collaboration with Stoke-on-Trent City Council and Arts Council England, we established 43 studios, gallery, and CPD programmes in an ambitious regeneration of the historic Spode ceramics factory of over 250 years.

ACAVA's public programmes deliver our charitable purpose and have championed the visual arts in health and wellbeing settings for over 30 years. This remains a core purpose of the organisation today and includes collaborations with clinics, hospitals, art therapists, local authorities, statutory bodies, and local communities.

Community programmes delivered from two studio buildings in North Kensington are testament to successful ACAA, NHS, CCG, local authority, and community partnerships. These programmes engage diverse communities in the local area and build trusted relationships that span generations. Our delivery of post-Grenfell fire recovery arts programmes has been widely acclaimed.

Further information about ACAA can be found on our website: www.acava.org.

ACAVA Essex sites

Hadleigh Old Fire Station (<http://www.hofs.org.uk/>)

We support 19 artists and several local community groups at HOFs. Light spacious studios provide artists with the space to develop their practice and facilitate a range of arts activities based in the community.

The old appliance hall has been converted into a large space currently used for community activities, exhibitions and events. HOFs House is a separate building, home to Open Arts (<http://www.openartsessex.com/>), a community arts and mental health

charity that enables clients to practice different artistic processes and enjoy being part of a friendly, supportive and creative group.

Harlow

Eastgate Studios occupy various unused retail units in the centre of Harlow, a town with a rich heritage of public sculpture and a former Mark One New Town, situated on the border with Hertfordshire, in the west of Essex.

Ardleigh

We have 34 workspaces in this former industrial building close to the village of Ardleigh near Colchester.

Context of ACAVA in Essex

Hadleigh Old Fire Station is distinct from the other two sites in Essex as it operates as a community asset with space for hire. The space is regularly used and therefore requires reliable facilities and people management.

There is an appetite from tenants, and from ACAVA, for a more contemporary arts focused offer than has previously been the case.

Current usage is often based on small community events, from jazz rehearsals to mums and babies groups, as well as occasional visual arts exhibitions.

Following a year of restrictions, there is an exciting opportunity to re-imagine how this wonderful building is used and to engage a wider, more diverse, range of participants through a refreshed cultural programme. We envision more ambitious curated exhibitions, collaborations with a number of proactive ACAVA licensees who are successfully delivering local programmes and establishing new relationships with respected visual arts and other organisations in the wider area.

In **Harlow**, our studios are spread across the Eastgate section of an unused retail shopping area in the centre of town. There is strong demand for studios in Harlow and a lively community of artists. Our exhibition space offers occasional small-scale exhibitions and is ably managed locally by a part time Site Manager.

ACAVA has been in discussions with the town and county councils for some time to identify a permanent home for our studios in Harlow. The Relationship Manager will be expected to attend occasional meetings with the local authority and a small but important number of cultural organisations in Harlow to network and represent

ACAVA's interests locally. This includes identifying potential new studio buildings and increasing the ambition and quality of our programmes there.

Ardleigh Studios are in a semi-rural environment on the outskirts of Ardleigh village, approximately four miles northeast of Colchester and 26 miles northeast from the county town of Chelmsford.

The role of Relationship Manager (Essex) reflects ACAVA's ambition to deliver management of our studios in Essex, establish stronger relationships with creative communities and site managers in our studios, and to build meaningful productive partnerships with a range of untapped potential stakeholders and strategic partners across the county.

The Relationship Manager (Essex) will need to balance their time and energies across the three sites. It is anticipated that HOFs will be the base for this activity, with visits to Harlow and Ardleigh as secondary priorities.

Relationship Manager (Essex) Job Description

Job title	Relationship Manager (Essex)
Contract	Part-time or full-time, permanent
Hours	4 days / 30 hours per week 5 days / 37.5 hours per week (flexible working hours are expected, which will include some weekend and evening work). Some remote working as appropriate.
Salary	£26-28,000 p/a pro rata.
Benefits	Contributory pension, 22 holidays plus normal 8 bank holidays, prorated for part time role.
Reports to	CEO and GM
Manages	Site Managers
Key internal relationships	CEO, General Manager, Studios Manager, H&S Manager, Property Managers
Location	Hadleigh Old Fire Station (HOFs), also ACAVA studios at Ardleigh and Harlow
Travel	Regular travel in Essex and occasionally to ACAVA's head office in London

Purpose of role

To oversee the management of our Essex sites in an efficient and sympathetic manner that encourages the progression of artists' practices, the delivery of high-quality programmes and community facilities that supports the future development of our studios in Essex.

The Relationship Manager is a critical first point of contact for artists looking for studios and is instrumental in gathering organisational intelligence relating to artists' needs and the studio communities they make up.

Internally, the role is an important point of contact and source of knowledge for colleagues about all aspects of our sites in Essex and the region.

Key responsibilities

Studio allocations and operation

- Manage studio allocations, interview artists, show spaces to prospective licensees.
- Practical and day to day management of HOFs, including letting of the main hall and other facilities.
- Instructing site managers, contractors and utilities providers as required.
- Oversee a faultless health and safety regime in liaison with the property team, including facilitating risk assessments, fire safety checks, etc.
- Oversee general maintenance including liaising with contractors supported by the property team.
- Undertake the accurate and timely administration associated with this role.

Studio and community relationships

- Proactively encourage a positive and thriving creative studio community.
- Organise networking events that support the professional development of the studio communities, and others, as required.
- Ensure that ACAVA's network of studios and activities is represented in communications.
- Be sensitive to any emerging tensions in the studios and respond quickly to issues, escalating to the General Manager as needed.

- Proactively support a community feeling on site through regular social events and ensure comfortable and well-designed communal spaces.

Programmes

- Support the professional delivery of programmes of public exhibitions and events that aim to attract new local and regional audiences.
- Engage in regular community outreach activities.
- Devise and deliver professional development opportunities for tenants.
- Explore new activities outside the buildings, where there is space to do so.
- Engage with progressive experimental ideas and for cultural/social activities.
- Facilitate events by external agencies, curators and collaborators.
- Identify funding opportunities that support our programmes.
- In collaboration with colleagues, contribute to writing funding applications.

Income generation

- Develop new income streams and seek opportunities to maximise income from events and hires on site.
- Take a commercial approach to sponsorship and other fundraising activities.

Strategic partnerships

- Identify potential strategic partners and liaise with senior ACAVA staff on assessing the viability and value of these.
- Network with arts and other organisations, regional authorities, and individuals to maintain the profile of ACAVA in Essex.
- Network with arts and cultural communities locally and regionally to develop new opportunities.
- Consistently promote the profile of ACAVA's studios and programmes in Essex, regionally and nationally.

Person Specification

The successful candidate should arrive with the essential elements from day one. The 'desirable' elements indicate the experience, knowledge and attributes that could be developed in post, if the successful candidate does not possess them all from day one.

Experience and knowledge	Essential	Desirable
Demonstrable experience of project and relationship management gained in arts, not for profit or public sector	X	
Demonstrable commercial awareness and identification of income generating opportunities		X
Proven experience of identifying and developing strategic partnerships	X	
Experience of managing workspaces or studios		X
Arts programming and audience engagement	X	
Knowledge of arts and cultural sector, particularly in East of England	X	
Managing buildings, their operation and maintenance		X
Minimum intermediate level of MS Office and email	X	
Digital platforms, websites, social media		X
Skills		
Presenting a calm and professional approach	X	
Excellent interpersonal skills and the ability to develop effective professional working relationships with stakeholders, artists, communities and colleagues	X	
Proven ability to successfully manage and achieve multiple deadlines and projects, ensuring attention to detail	X	
Excellent written and verbal communication skills	X	
Methodical approach to organising tasks with a practical and proactive approach	X	
Strong networking and ability to identify opportunities for collaboration	X	
General		
Ability to work effectively and collaboratively as a member of a small team	X	
Strong MS Office user, databases, Cloud...	X	
Current, valid driving license (desirable: access to own car)	X	