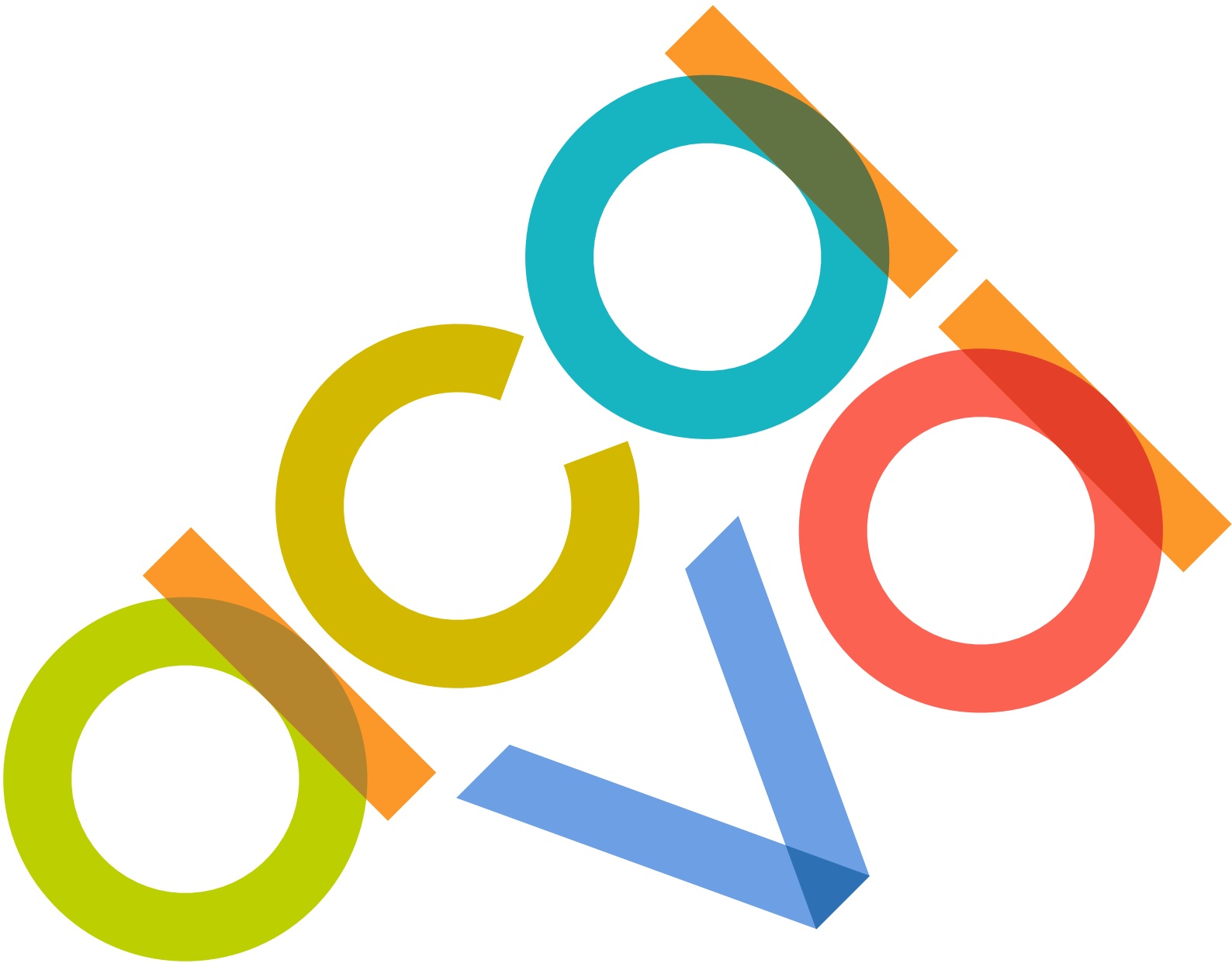


Studios Technician

Application pack



Welcome

Dear Applicant,

Thank you for your interest in the Studios Technician role at ACAVA. If successful, you will join a dynamic, progressive and growing organisation with a 50 year history as an important part of the national cultural infrastructure.

ACAVA's unique vision – Creativity with Social Purpose – guides our work at the intersection of creative practice, community and place. We are an ambitious team focused on diversification and growth, enjoy a great work culture and have recently joined Arts Council England's National Portfolio so it is an exciting moment to join us.

We welcome informal confidential conversations with potential candidates to discuss any queries you may have. If you would like to arrange a discussion, please contact us at: recruitment@acava.org in the first instance.

I very much look forward to receiving your application.

Tom Holley

CEO

ACAVA

ACAVA have been running affordable artist studios and pioneering community arts programmes for 50 years. Our portfolio of 15 studio buildings support a dynamic community of over 400 creative practitioners. We now want to appoint a Studios Technician to work in our studios operations team to support the day-to-day running and maintenance of buildings in London and Essex.



Blechynden Street Studios. Photo by ACAVA Shoots (Jason Garcia)

Equality, diversity and inclusion

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

We particularly encourage applications from disabled people and those from global majority backgrounds as these groups are underrepresented in our organisation.

A large print version of this document is available on request.

We also welcome video applications. You can read the 'How to apply' section on this pack for more information on how to apply by video.

If you have access requirements at any stage of the recruitment process, please contact the team at: recruitment@acava.org.

Job description

- **Job title:** Studios Technician
- **Contract:** Full-time or Part-time, PAYE or Freelance.
- **Salary/fee:** £25–30k depending on experience. Freelance rate negotiable.
- **Hours:** 37.5 hours per week. Part-time: hours negotiable.
- **Dates:** As soon as possible.
- **Benefits for PAYE:** Contributory pension, 22 days holiday per annum (pro-rata for part-time), bank holidays, birthday day off.
- **Reports to:** Studios Operations Manager
- **Key internal relationships:** Operations Team, Property/Studios Managers, Studios Co-ordinator.
- **Location:** Site-based work at our studio buildings across London, with occasional travel to our site in Ardleigh, Essex. Plus working from home and co-working in central London as required.

Purpose of the role

The Studios Technician supports our affordable creative workspaces and related facilities across ACAVA's property portfolio, building and maintaining positive relationships with studio holders across our buildings. You will manage a programme of regular maintenance works, prioritising tasks and delivering practical and cost-effective solutions to a range of requirements associated with managing artist studio spaces, including health and safety and general maintenance.



Hythe Road Studios. Photo by ACAVA Shoots (Zute Lightfoot)

Key responsibilities

Facilities Management

- Ensure that ACAVA buildings are safe environments to work in, maintaining health and safety records and organising maintenance works as required.
- Gather competitive quotes for maintenance works, ensuring they are carried out by contractors to a good standard and organise expenditure with the Head of Operations and finance office.
- Evaluate on-site issues, respond promptly and prioritise unanticipated repairs.
- Inspect empty studios, report issues, and coordinate any work required to ensure that studios are in good order and ready for occupation.
- Maintain logs of services required for each building and ensure statutory health and safety checks are carried out on time.
- Liaise and arrange access to properties with relevant parties; contractors, keyholders, and potential studio holders.
- Visit buildings regularly to ensure that studio holders are adhering to the terms and conditions set out in licence agreements, especially fire regulations and insurance policies.
- Oversee or carry out utility meter readings and communicate these to the finance team as and when required.
- Ensure that relevant studio holders and colleagues are fully informed of repair and maintenance schedules and progress work.
- Work with colleagues to maintain accurate practical information about studios in external communications such as websites and social media.

Studio holder liaison

- Communicate and build good relationships with studio holders.
- Carry out studio viewings with potential new studio holders.
- Induct new studio holders in the safe use of sites giving an overview of our health and safety procedures.

General

- Support ACAVA's commitment to best practice including equality, diversity, and inclusion in all our work.
- Positively engage in, and contribute to, an open collaborative working culture.
- Be an ambassador and advocate for ACAVA at all times.

Person specification

- Strong people skills; confident, friendly, and self-assured.
- Practical maintenance skills and ability to manage contractors.
- Excellent spoken and written communication.
- Methodical and thorough with a high level of accuracy and attention to detail.
- Creative thinker who can problem solve in a practical and resourceful way.
- Ability to take initiative while multitasking and prioritising a varied workload.
- Comfortable with MS Office, IT networks, software and digital systems.
- Confident working independently and as part of a small, close-knit team with limited resources.
- Experience in managing the expectations and requirements of a range of clients and stakeholders.
- Previous key-holding and/or duty manager experience.
- Strong ability to build team spirit in the workplace.
- An interest in the visual arts, design, craft, social enterprises and workspaces.

About ACAVA

ACAVA is a leading arts education charity that evolved from artist-led initiatives in the early 1970s. For 50 years we have been amongst the UK's most progressive affordable studio and workspace providers. With a portfolio of 15 studio buildings, exhibition spaces and workshops across eight London boroughs, one building in Essex and an industrial heritage site in Stoke-on-Trent we support a community of over 400 creative practitioners, cultural organisations and creative SMEs. A pioneer of delivering arts in health and wellbeing settings for over 30 years, we bring professional artists together with local communities in co-created programmes that explore art and creativity and deliver creative, social and economic value.

To learn more about us, please [visit our website here](#).



Cannizaro Park Studios. Photo by ACAVA Shoots (Zute Lightfoot)

How to apply

Please email the following to recruitment@acava.org:

- Completed [Application Form](#) and covering letter (maximum two sides of A4 with text at 12 point size) or WeTransfer link to a sound recording or video (maximum ten minutes).
- Up-to-date CV

We also encourage you to 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 applications by email for this post. If you have a disability that makes it difficult for you to provide us with information in this way, please call 0749 639 2136 for assistance.

Dates

Please apply by Monday 26 February 2024, 9am.

Interviews will take place in the week beginning 4 March 2024.

If you have any access requirements, please let us know when you apply.

Start date: Flexible, as soon as possible.