

WYSING ARTS CENTRE
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April 2022

WYSING ARTS CENTRE
HOUSEKEEPER/CARETAKER

Wysing's vision is to cultivate the freewheeling imagination. We believe that everybody has the right to time and space for creativity.

Wysing Arts Centre is based in Bourn, Cambridgeshire. The site includes 20 studios for artists who live nearby, a 17th century farmhouse where visiting artists stay, a gallery, a ceramics studio, a recording studio, fields, woodland, and several outdoor artworks.

Wysing invites artists from across the world to stay and reflect on their practice, outside the habits of daily life. Wysing often champions artists who have not been well supported by mainstream gallery and funding systems. Several artists have gone on to win the Turner Prize or Paul Hamlyn award. Some artists go on to have exhibitions in Wysing's gallery, and many participate in Wysing's lively programme of events.

Wysing engages people of all ages through artist-led workshops, events, online projects, gatherings and an alternative art school called *The Syllabus*. Wysing is currently building a Youth Council who will have decision-making powers in the organisation and is also investigating how to be more accessible, including different ways to share its resources – land, land, buildings, skills, and knowledge – more equitably.

HOUSEKEEPER

Wysing's Housekeeper / Caretaker is crucial to the smooth running of our organisation, and we are looking for someone who can support our small team to provide the warm welcome to artists and publics that we are known for. Wysing's Housekeeper/Caretaker looks after the farmhouse and on-site accommodation; ensures it is kept to a high standard of cleanliness, and provides a hosting role in caring for artists during their time at Wysing. The role is responsible for cleaning, making beds and laundry, as well as cooking occasionally. As well as facilitating our artist residencies, the role also supports commercial hires such as AirBnb bookings and other external hires of other rooms and facilities by setting up furniture and tidying up afterwards.

The role also supports the Site and Technical Manager to ensure the farmhouse and wider site is well maintained and safe for artists and visitors to enjoy.

The role will suit someone who has an artistic or other freelance practice, who enjoys working with artists and takes pride in creating a clean and welcoming home.



THE ROLE

Position: Housekeeper/Caretaker

Hours: 17 hours per week (delivered flexibly but including 0.5 hours Monday to Friday for lock up)

Salary: Living Wage standard, currently £9.90 per hour. Role includes the opportunity for subsidised on-site accommodation.

Location: Wysing Arts Centre, Bourn, Cambridgeshire, CB23 2TX (site based)

Reporting to: Deputy Director

Housekeeper/Caretaker Main Duties

- Ensure the farmhouse and other onsite accommodation is clean, cared for, well maintained, and presented to a high standard for all visitors.
- Be the first point of contact for arrivals at the Farmhouse, welcoming artists-in-residence, AirBnB / commercial hires and other visitors to the site and maintaining contact with them throughout in the role of farmhouse host.
- Ensure the farmhouse kitchen stock is organised and monitored.
- Undertake a quarterly inventory of equipment and furniture in the farmhouse and working with the Site and Technical Manager ensure appropriate repairs are completed.
- Inform the Site and Technical Manager of any maintenance or Health & Safety Issues relating to the Farmhouse and general site.
- Monitor the farmhouse oil tank and advise the Site & Technical Manager when heating oil is required.
- Working with Wysing's Curators and Site & Technical Manager to ensure that all artwork installed in the farmhouse is cared for and monitored appropriately.
- Support the implementation of and adherence to Wysing's Environmental Action Plan by monitoring and adjusting central heating systems, ensuring lights are off and windows closed as necessary, and be active in proposing new systems to conserve energy. Also includes promoting recycling, composting and other environmental initiatives within the farmhouse.

Caretaking Duties

- Collect recycling from offices and ensure rubbish and recycling bins are put out for weekly collections.
- Assist in the daily security and safety of the site; locking up the site and buildings each evening and after events to ensure that all doors, windows and gates are secure.
- Undertake appropriate training to act as an onsite first-aider.
- In the event of an emergency out of hours, contact the appropriate emergency service, Site and Technical Manager or Operations Director as appropriate.

General

- Carry out other tasks reasonably requested, in accordance with the post holder's skills and qualifications.
- Maintain high standards of professional delivery for everyone accessing our organisation including artists, partner organisations and visitors.

- The post-holder will be expected to work in accordance with Wysing Arts Centre's Code of Conduct, Equality, Diversity and Inclusion Policy, Health and Safety Policy and may be required to have a DBS check.

Hours of work

Core hours are flexible, but 0.5 hours of lock up to be done after 6.00pm Monday to Friday

Emergency call out between midnight and 8am @£10.50 per hour

Person Specification**Essential:**

- High standards of cleanliness with attention to detail.
- Good people skills.
- Flexible approach and good organisational skills to accommodate changing schedules.
- Experience of hosting and meeting artists.
- An understanding and empathy with the vision, mission, values and aims of Wysing Arts Centre.
- An understanding and commitment to Health and Safety in the Workplace.

Desirable:

- An interest in contemporary art.
- Experience of maintenance and practical skills.
- First Aid qualification.

ADDITIONAL INFORMATION**Other Opportunities**

- Provide Reception duties and weekend reception cover during periods when our gallery is open to the public.
- Provide support to the Site and Technical Manager with site maintenance and gallery installations.
- Provide support to the Site and Technical Manager with room preparation and set-up.
- Provide support with aspects of site and land management.
- If you are a practising freelance artist or creative, there may be opportunities to deliver workshops as part of our Education Programme.

Accommodation

- If needed, we are able to provide onsite accommodation at a subsidised rent.
- If needed, we are able to provide an onsite artist studio at a subsidised rent.

WYSING'S MISSION, VISION, VALUES AND AIMS:**WYSING'S VISION**

To cultivate the freewheeling imagination.

WYSING'S MISSION

Wysing believes in the transformative social and personal benefits of art and creativity, and that a more just world can only be achieved if everyone has equal access to the time and space needed to imagine it. Wysing provides accessible opportunities and resources to think and create, outside the habits of daily life. We support artists to develop their talent; we advocate for the immense value they have in the world, and we work to create the conditions necessary for them to have sustainable careers.

WYSING'S VALUES AND AIMS

- **Collaborative:** Work together to build resources.
- **Generous:** Model change, sharing our resources equitably.
- **Agile:** Create and seize opportunity.
- **Attentive:** Listen to what people have to say and respond effectively.
- **Transparent:** Build trust and be open about how we work.
- **Ethical:** Avoid causing harm to people and the planet.

FLEXIBLE WORKING

We recognise that people have commitments and responsibilities outside of work and we support flexible working.

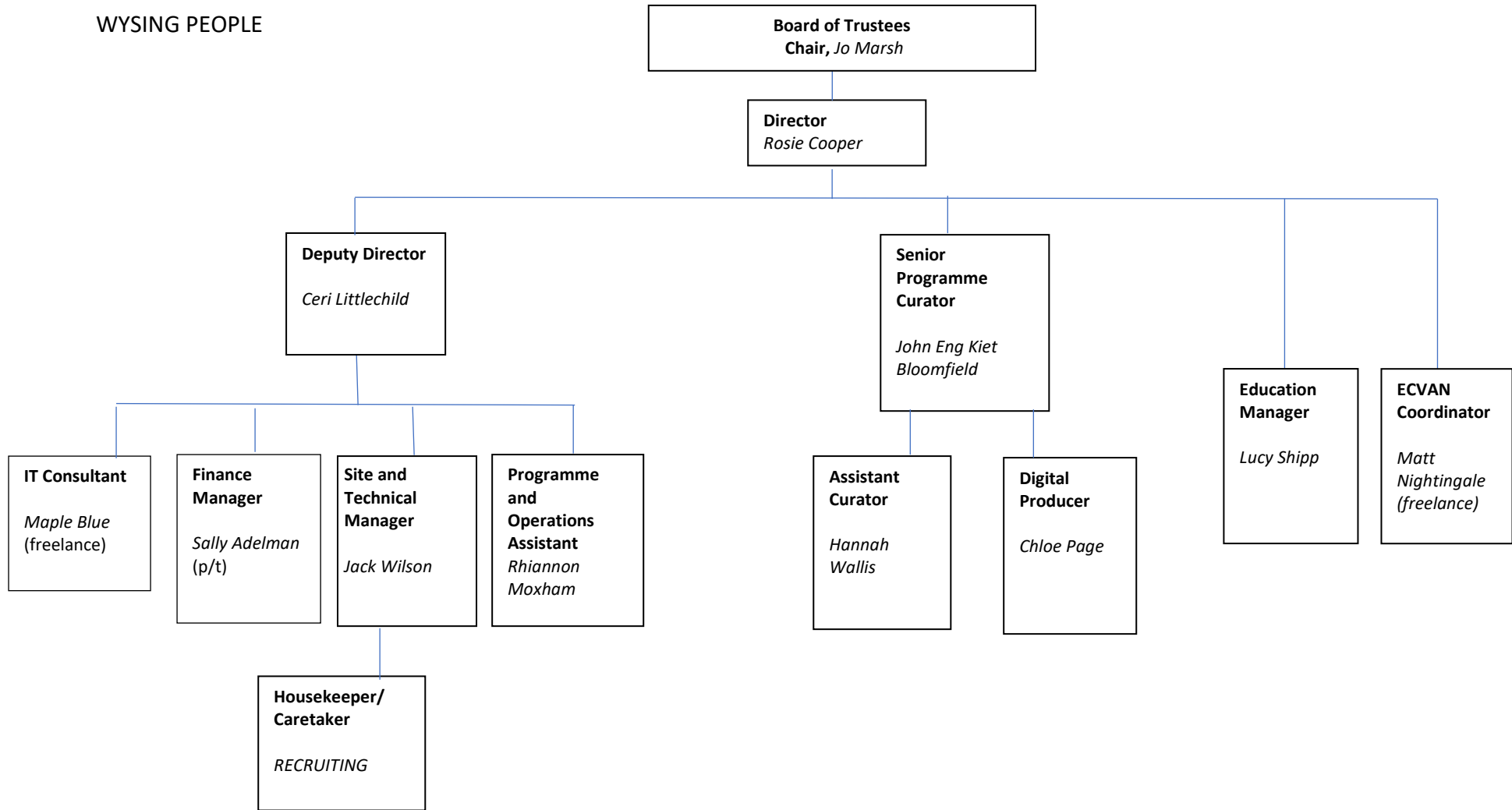
www.wysingartscentre.org

Twitter: @wysingartscentr

Insta: wysing.arts.centre

Facebook: Wysing Arts Centre

WYSING PEOPLE



RECRUITMENT PROCESS

The deadline for applications is **midnight on Sunday 12th June**.

Applications should be [made online via Submittable, here](#).

Once you have set up a Submittable account you can return to your application any time up until the deadline. Please allow enough time to approach us with any questions or queries in using the Submittable website.

We are not able to accept applications after the deadline. Interviews will be held week commencing 20th June.

Please include:

- 1) Details of your previous employment and relevant work experience. List each employer and give a short description of your role alongside dates of employment and reason for leaving.
- 2) What interests you about the post and working at Wysing Arts Centre? Please use this section to articulate why you want to work at Wysing in this role.
- 3) Information on how your skills, abilities, and experience match the key points in the job description and person specification.
- 4) Your contact details.
- 5) Contact details for two referees.

Applications can be made in video or audio format if required and if you have any other access needs to be able to make an application to us, please contact Ceri (details below).

We are committed to providing equal opportunities for everyone regardless of their background. We are particularly keen to receive applications from those who identify as from marginalised backgrounds based on age, racialisation, gender identity or sexuality, disability or long term health condition, pregnancy, maternity or marital status, religion or belief, and class background or class identity.

We acknowledge that people from certain backgrounds are under-represented in the arts sector and we therefore encourage applications from all sectors of the community including those with more diverse backgrounds.

As a Disability Confident Leader, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy. Please indicate you are d/Deaf or disabled in your application so that you can be interviewed if you meet the minimum criteria.

For an informal chat about the role, please call 01954 717104 or email ceri.littlechild@wysingartscentre.org