

WYSING ARTS CENTRE
FOX ROAD BOURN
CAMBRIDGE CB23 2TX
WWW.WYSINGARTSCENTRE.ORG

T + 44 (0) 1954 718881
INFO@WYSINGARTSCENTRE.ORG

June 2019

WYSING ARTS CENTRE
HOUSEKEEPER/CARETAKER

Wysing Arts Centre, on the outskirts of the village of Bourn in Cambridgeshire, hosts a diverse range of artists from across the world who relocate to our rural site; from a short weekend visit through to staying over a period of months. This may include groups of up to ten artists alongside individuals. We provide accommodation, studio space and funding so that artists can work from Wysing to develop their practices, ideas and projects. Our five bedroomed, 17th century farmhouse, Wysing Grange, is at the heart of the site. Wysing Grange is also rented out commercially.

We are looking for a Housekeeper/Caretaker to look after the farmhouse; to ensure it is kept to a high standard of cleanliness, and to provide a hosting role in caring for artists during their time at Wysing. The role is responsible for cleaning, making beds and laundry, and for providing a warm welcome to artists and the public staying in the house.

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.

CONTENTS

Pages	2-3	The Role
Pages	4-5	About Wysing Arts Centre
Page	6	Wysing People
Page	7	Recruitment Process



THE ROLE

Position: Housekeeper/Caretaker

Hours and salary: 15 hours per week @ £9.25 per hour (hours flexible)

Reporting to: Head of Operations

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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 and other visitors to the site and maintaining contact with them throughout in the role of farmhouse host.
- Ensure the farmhouse kitchen is well stocked and prepare and cook occasional meals.
- 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 as necessary and promoting recycling 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 Equality, Diversity and Inclusion Policy, Health and Safety Policy and may be required to have a DBS check.

Hours of work

Housekeeper Duties - (as agreed) £9.25 per hour (hours flexible)

Emergency call out between midnight and 8am @£10.00 per hour

Person Specification

Essential:

- Good people skills
- Willingness to work evenings, and weekends as required
- Flexible, enthusiastic approach
- Good attention to detail and high standards of cleanliness
- Experience of hosting and ability to cook
- An understanding and empathy with the 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

- We have a canteen area that serves the wider site, this could be developed into a café.
- Provide Reception duties and weekend reception cover during periods when our gallery is open to the public.
- Support family workshop and youth arts programmes.
- 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.

Accommodation

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

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

"Wysing, a modernist campus which means business... a hotbed of study, a hub of artistic industry, a nationwide resource for art theory and a factory of inspiration" Mark Sheerin, Artdependence Magazine

WYSING'S VISION

To be a progressive and inclusive arts organisation that develops new ways to support artists, and to enable art and ideas to reach a wide range of people in unexpected ways.

WYSING'S MISSION

To enable artists of all backgrounds and ages to thrive, by providing a discursive environment within which they can experiment, make new work, develop new networks and collaborators, and reach new audiences.

WYSING'S VALUES

We believe that art and artists have a vital role to play in society and that opportunities in the arts have not always been fairly shared or accessed by all. Working closely with artists from a diversity of backgrounds and at different points in their careers, we develop programmes that offer time and space for personal development, artistic growth and experimentation, and access to supportive networks. We are committed to establishing national and international partnerships and collaborations that support innovative and experimental art to be created, and for art to be experienced by existing and new audiences.

ORGANISATIONAL OBJECTIVES 2018 – 2022

1. **ARTISTS:** Enable artists of all backgrounds to thrive
 - Develop a range of programmes that support artists and artistic practice
 - Increase the diversity of artists we support
 - Develop local, national and international strategic partnerships and networks
2. **AUDIENCES:** Enable a range of audiences to access contemporary art
 - Deliver high quality public and education programmes
 - Be strategic in targeting audiences for art
 - Work beyond our geographic boundaries
3. **ASSETS:** Enable financial and organisational resilience
 - Develop and sustain new models of self-generated and contributed income
 - Invest in staff development and governance
 - Maximise the potential of our unique site

STRATEGIC OVERVIEW

Through its innovative work, Wysing influences the development of the visual arts sector in the UK, Europe and, increasingly, the wider world. As a respected and well-connected institution operating outside the usual gallery system and urban context, Wysing is uniquely positioned to develop programmes that provide opportunities for the exchange of knowledge

and ideas, and which reflect on the role of art, artists, and arts organisations in society; acting as a testing ground for new ideas that are fed productively back into the art mainstream through extensive networks and partnerships.

Integral to Wysing's ethos is the provision of space, support and finance to enable a diversity of artists to progress their ideas. Artists of all backgrounds and at all stages in their lives participate in a range of programmes that are developed in response to their needs. Artists often speak of Wysing as a defining moment in the development of their practices. In addition, there are specialist programmes for young artists, which include free studio provision, mentoring, workshops and public presentations.

Wysing delivers a range of public programmes that provide different entry points for a wide range of interests and abilities to access contemporary art. Public programmes reflect the complexities of contemporary life and have included explorations in race, gender, ecology, societal issues, and alternative educational and learning structures. To develop programme content Wysing draws on the resources of neighbouring University of Cambridge as well as its significant artist alumni which includes Turner Prize winners and artists who have been awarded the prestigious Paul Hamlyn Award.

Wysing ensures that the innovative work developed by artists participating in its programmes reaches a wide range of audiences through digital and online initiatives, and through a range of partnerships that enable it to reach audiences regionally, nationally and internationally. Established in 1989, Wysing's large site in rural Cambridgeshire has been significantly developed and encompasses artist studios, a large gallery, a music recording studio, educational and project spaces, onsite accommodation, ceramics facilities and outdoor space with sculpture.

'Wysing has established a brave and imaginative emphasis on experimentation and critical discussion in which the Wysing community and the broader community, are given every opportunity to participate. They offer the practical support of space, time and resources for artists to engage with the more challenging aspects of their creative activities and to bring these to fruition.' Phyllida Barlow CBE, Artist representing the UK at the Venice Biennial 2017

www.wysingartscentre.org

Twitter: @wysingartscentr

Insta: wysing.arts.centre

Facebook: Wysing Arts Centre

WYSING PEOPLE

Board of Trustees
Chair, *Jo Marsh*

Artistic Director
Donna Lynas

Head of Operations
Ceri Littlechild

Head of Development
Mary Cork

IT Consultant
Maple Blue
(freelance)

Book-keeper
Sally Adelman
(p/t)

Site and Technical Manager
Jack Wilson

Receptionist & Administrative Assistant
Rhiannon Moxham

Caretaker/ Housekeeper
Wilf Speller (p/t)

Project Manager, New Geographies
Matt Nightingale
(freelance)

Curator
John Eng Kiet Bloomfield

Interim Curator
Amanprit Sandhu

Education Manager
Lucy Shipp

Digital Producer
Jay Parekh

Freelance Artists

PR Consultant
Scott & Co
(freelance)

RECRUITMENT PROCESS

The deadline for applications is Thursday 18 July 2019.

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 which is midnight on Thursday 18 July 2019. 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.

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.