

WYSING ARTS CENTRE
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Wysing Arts Centre
Site and Technical Manager - Application Pack

- Full time (37.5 hrs per week), permanent contract
- £27,000 per annum plus 3% pension contribution

The Site and Technical Manager plays an essential role in the delivery of artists' projects within Wysing's busy programme of residencies, retreats, exhibitions and events, and is responsible for the effective management of Wysing's buildings and extensive grounds. The Site and Technical Manager collaborates and communicates with a range of people including artists, the public and contractors, and supports the Deputy Director in ensuring that all aspects of the site and programme are delivered to a high standard. The Site and Technical Manager is supported by the Caretaker/Housekeeper and a number of freelance technical staff.

Wysing is located 10 miles west of Cambridge on 11 acres of land. The site comprises 10 separate buildings including a gallery, educational facilities, artists' studios, a music recording studio, a ceramics studio, project spaces, a 17th century farmhouse, a growing collection of outdoor sculpture and an on-site café.

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WYSING ARTS CENTRE

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 Cambridge University 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, outdoor space with sculpture, and a café.

2017 Programme Highlights

WYSING POLYPHONIC 2017 Exploring 'many voices' across all our programmes.

RESIDENCIES AND STUDY DAYS

Three sets of residencies with intrinsic events developed with the artists.

SPRING 2017

Artists in Residence: Pallavi Paul, Claire Potter, Raju Rage

Study Days: Opening the Channels: Resolutions exploring what steps can be taken to be open in contemporary life with residency artists and invited contributors: curator, writer and researcher, Taylor Le Melle; curator, writer, researcher and producer, Annie Jael Kwan; and writer, critic and activist, Wail Qasim. Eating/Walking/Talking event with residency artists and invited contributors: artist and writer, Ghislaine Leung; and AV Festival Director, Rebecca Shatwell.

SUMMER 2017

Artists in Residence: Harold Offeh, Tai Shani, Maxwell Sterling

Event: An evening event hosted by residency artists that included presentations, discussion, a reading and live music with invited contributors: artist and writer, Dr. Zach Blas; actor, Maya Lubinsky; and musician, Teresa Winter.

AUTUMN 2017

Artists in Residence: Maryam Monalisa Gharavi, Imran Perretta, Morgan Quaintance

Study Day: An event that included the recording of a live radio show, presentations, and a DJ set, hosted by residency artists with invited contributors.

STUDY WEEKS 2017

A series of Study Weeks developed by invited artists and curators.

Ain Bailey hosted and devised a Study Week that explored the role of sound in the formation of identity and included a contribution from historian Dr Gemma Romain, with selected participants Beverley Bennett, Tariq Emam, Deborah Findlater, Elizabeth Graham, Christopher Kirubi, Frances Morgan, Harriet Pittard, Adam Saad and Nathalie Wuerth.

Women's Beat League (USA) devised at Study Week that explored female-identified and nonbinary views in electronic music with participants Phoebe Davies, Claire Hall, Madeline Hall, Johanna Hardt, Poppy Moroney, Annabel Other, Emil Thornton and Sylvia Ugga. The Study Week concluded with a night of live DJ-ing at DIY Space for London.

EXHIBITIONS 2017

Three exhibition that were developed in response to the theme many voices.

All Channels Open, initiated by curator John Bloomfield, brought together the ten artists who were in-residence at Wysing during 2016: Larry Achiampong and David Blandy, Beatrice Dillon, Henna-Riikka Halonen, Evan Ifekoya, Wojciech Kosma, Lawrence Lek, Laura O'Neill, Florence Peake and Gary Zhexi Zhang, in an exhibition in which audio works were sequenced into a durational programme that played in Wysing's gallery, which is itself was programmed to change in lighting and ambience as accompanying visual elements succeeded one another.

Mene Tekel Parsin, initiated by director Donna Lynas and curated by artist Jesse Darling, explored (il)legibility in art and life through newly commissioned and existing works by Sarah Boulton, Stanley Brouwn, Jesse Darling, Gordon Hall, Evan Ifekoya, Sulaiman Majali, Imran Perretta, Kameelah Janan Rasheed, Özgür Kar, Claire Potter, Rosa Johan Uddoh, Hannah Weiner and Constantina Zavitsanos. Three performances by Gordon Hall, Elaine Mitchener and Claire Potter accompanied the exhibition alongside a screening event at Somerset House Studios, London with works by Sonia Boyce, Hamishi Farah, Carolyn Lazar, Miloš Trakilović and Anna Zett.

Andromedan Sad Girl, a collaborative exhibition by Florence Peake and Tai Shani, initiated by curator Lotte Juul Petersen, brought together ambitious new sculptural works and wall paintings by the artists, alongside a soundtrack by Maxwell Sterling to create an immersive and imaginary site of a lost pre-symbolic civilization. A live performance event with the artists, dancer Eve Stainton and actor (to add) accompanied the exhibition.

OPAQUE POETICS MUSIC FESTIVAL 2017

Our eighth festival of art and music was curated by artist, music producer and DJ, Nkisi (Melika Ngombe Kolongo) and included Angel-Ho, Abyss X, Felix Lee, Lolina (Inga Copeland), John T. Gast, Kamixlo, Klein, Nae Roberts, Nídia, Nkisi, PATTEN, Petit Singe, Sami Baha, Terribilis, Tribe of Colin, Venus Ex Machina, and Zinzi Minott, alongside a video installation by clubcouture with contributions from Addison Willis, ECCO2k, Joshua Gordon, Lukazade Powerade, Paul Maheke, Samuel Hindolo, Saray Escoto, She_Skin, Susu Laroche and Zari. For the second year in a row the festival received a five-star review in The Guardian Culture magazine. This year's festival was produced in collaboration with Cambridge Junction.

STUDIO ARTISTS 2017

We hosted an Open Studios event in 2017 with artists Phillip Cornett, Alison Gibb, Laura Hindmarsh, Bettina

Furnée, Naomi Harwin, Florian Roithmayr, Robert Foster, Soheila Sokhanvari, Wilf Speller, Ash Summers, Lucy Steggals and Caroline Wendling all opening their studios to the public.

A number of studio artists participated in major exhibitions in 2017 including Heart of Glass, Soheila Sokhanvari's first solo exhibition at a UK Museum, at The New Art Gallery, Walsall and Paradise Lost, her solo exhibition at Jerwood Project Space, London. Emma Smith contributed to the group exhibition, material / rearranged / to / be which was shown at Barbican, London before travelling to Tramway, Glasgow; Whitworth, Manchester; and Bluecoat, Liverpool. Florian Roithmayr's solo exhibition *ir re par sur* was at Bloomberg Space, London.

Bettina Furnée realised a major commission at Peterborough Cathedral in collaboration with Lucy Sheerman, and Lucy Steggals continued her residency at Papworth Hospital Trust.

SYLLABUS 2017

Syllabus III is the third year of our alternative learning programme, delivered in partnership with Eastside Projects, New Contemporaries, S1 Artspace, Spike Island and Studio Voltaire. Syllabus III is led by artists Jesse Darling and Harold Offeh, and the selected participants for the ten-month programme are Frederica Agbah, Chris Alton, Conor Baird, Ilker Cinarel, Phoebe Davies, Freya Dooley, Rose Gibbs, Jill McKnight, Ben Sanderson and Karis Upton.

Syllabus II completed in June of 2017 and across the ten months included contributions from Jeremy Akerman, of Akerman Daly; artist, Ruth Beale; Polly Brannan, Education Curator at Liverpool Biennial; Stuart Bertolotti-Bailey, Director at The Serving Library; artist, Marvin Gaye Chetwynd; artist Celine Condorelli; Mary Cork, Director Pilar Corrias; artist, Anthea Hamilton; Phoebe James, Curator at Artangel; artist, Katrina Palmer; artist Jesper List Thomsen; Adam Smythe, Curator at Bluecoat; artist, Cally Spooner; writer, Jonathan P. Watts; and with Dr Zoe Whitley, Curator at Tate Modern. Syllabus II included a visit to Documenta 14 in Athens. The programme was led by artist Milly Thompson and curator George Vasey and the selected participants were Mira Calix, Faye Claridge, Mike Harvey, E. Jackson, Tyler Mallison, Nika Neelova, Tom Smith, Dylan Spencer-Davidson, Thomas Whittle and Laura Wilson.

2018

We are taking a different programming approach during 2018 and have changed how we are structuring artist residencies. Instead of offering a fixed timeframe and fee, we want to enable residencies that might last a weekend, a month, two months, a year, or over multiple visits; however long artists think they need. We do not have a fixed number of residencies in mind and will shape our programme in response to an open call for proposals.

Across 2018 our aim is to offer our site and resources to artists working across a range of practices who wish to develop new work within an atmosphere of collaboration. We are particularly keen to work with artists who have not yet been able to access opportunities at Wysing, and those whose work, or networks, empower and support diverse communities of interest.

JOB DESCRIPTION

Position:	Site and Technical Manager
Hours:	Full-time, 37.5 hrs per week
Reporting to:	Deputy Director
Salary:	£27,000 per year plus 3% pension contribution
Annual Leave	25 days' holiday plus bank holidays

The Site and Technical Manager plays an essential role in the delivery of projects within Wysing's busy programme of residencies, retreats, exhibitions and events, and is responsible for the effective management of Wysing's buildings and extensive grounds. The Site and Technical Manager communicates with a range of people including artists, the public, and contractors, and supports the Deputy Director in ensuring that all aspects of the site and programme are delivered to a high standard. The Site and Technical Manager is supported by the Caretaker/Housekeeper and a number of freelance technical staff.

Responsible to: Deputy Director**Key Responsibilities**

- Work in collaboration with Wysing staff and artists, alongside contractors, suppliers and others, to ensure that the necessary technical planning and preparation is carried out for all artistic activity at Wysing, and to give technical support, assistance and advice to artists undertaking residencies, exhibitions, projects and events at Wysing and at off-site locations where appropriate.
- Ensure Wysing's site and buildings are safe, well maintained, fit for purpose and ready for use as required including, carrying out repairs, managing the cleaning, maintenance and security of the site, buildings, offices, artists' studios and grounds, and the engagement and supervision of contractors.
- Work with the Director, Deputy Director and Head of Partnerships to implement site improvements that enhance artist and visitor experience and reduce overhead costs.

Detailed Responsibilities**Management**

- Agree schedules of work with the Deputy Director and implement in a timely fashion and within agreed budgets.
- Work in collaboration with the programme team to ensure good forward planning is in place for the programme, and to ensure it is delivered effectively and efficiently.
- Ensure that artists have a positive experience of working at Wysing through good planning and a flexible and 'can-do' approach.
- Oversee maintenance and security of the site, including line management of the live-in Caretaker/Housekeeper.
- Maintain and develop a network of freelance technicians and specialists that Wysing works with to assist in delivering projects and site maintenance works.
- Work collaboratively with external programme and organisational partners on the planning and delivery of projects where appropriate.
- Undertake management and budgetary responsibilities for site repair and maintenance.
- Maintain an inventory of tools and equipment and manage systems for the effective loan and hire of equipment and resources, such as the recording studio.
- Arrange regular maintenance and safety inspections of the buildings, site, site artworks, machinery and equipment, as required and in line with current legislation.

- Support the ongoing maintenance of IT for the organisation, working with other staff and external consultants.
- Support funding applications through soliciting quotes and providing information as required.
- Perform general administrative tasks related to the post and carry out other tasks reasonably requested in accordance with the post holder's skills and qualifications.
- Support and inform the implementation and delivery of site improvements and development, in line with Wysing's Business Plan and Environmental Action Plan.

Technical

- Deliver all technical aspects of the artistic programme including supporting artists to make their work and realise exhibitions and projects, music and education programmes.
- Undertake the installation of all projects and exhibitions to the highest possible standard.
- Set up audio visual equipment for events, including online live streaming and the recording of events.
- Ensure technical support is in place for the recording and ceramics studios, and manage the repair and maintenance of equipment.
- Undertake repairs to site artworks, buildings and site where it is within the skill of the post-holder.
- Prepare rooms for meetings, workshops, private hires and other activities and ensure rooms are properly cleaned and maintained.
- Be the on-site first aider and ensure first aid boxes are kept up to date and stocked.
- Be the on-site fire warden and supervise weekly tests and regular fire drills.
- Ensure that all artists, visitors, participants at Wysing Arts Centre receive the highest possible standards of care and customer service.
- Work in accordance with Wysing Arts Centre's Health & Safety and Equal Opportunities Policies at all times.
- Carry out other tasks reasonably requested by the senior management team, in accordance with the post holder's skills and qualifications.

Person Specification

Essential:

- A practical and positive 'can-do' approach
- Good communication and negotiation skills
- Excellent organisational skills and the ability to meet deadlines
- Able to work using own initiative with the ability to prioritise
- Able to work collaboratively as part of a team
- Able to be adaptive and flexible
- Experience of project or exhibition installation
- Experience of technical support to artists
- Experience of managing budgets
- A good level of computer literacy
- Willingness to work at height, and experience with the use of access equipment
- Willingness to work evenings and weekends as required
- An understanding and empathy with the aims of Wysing Arts Centre
- An understanding and commitment to Health and Safety in the Workplace

A DBS check will be required for this role

The post-holder will be expected to work in accordance with Wysing Arts Centre's Equality and Diversity Policy and within the organisations Health and Safety Policy

HOW TO APPLY

The deadline for applications is midnight, Monday 15 January 2018

Interviews will take place on Monday 29 January 2018 at Wysing Arts Centre.

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, Monday 15 January 2018. 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. Please list each employer and give a short description of your role. Please also include dates of employment and reasons for leaving.
2. Information on how your skills, abilities, and experience match the key points in the job description and person specification.
3. Information on what interests you about the post and working at Wysing Arts Centre.
4. Your contact details
5. Contact details for two referees
6. A current CV

We will not accept CV's alone and the application procedure must be adhered to in order to be eligible.

If you have any access or other issues that you wish to discuss with us before applying, please contact us on 01954 718881.

STAFF CHART



