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WYSING ARTS CENTRE Site & Technical Manager

Recruitment Pack August 2023



Brooke Palmieri / Camp Books workshop as part of *From the Ground Up: The Gathering*, July 2022. Photo: Loukas Morley

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About Wysing Arts Centre

“Wysing was founded with a utopian vision to create space for artists to live & work. Today it is ... pioneering an experimental approach to artistic practice, learning & curating.” Louise Benson, Elephant Magazine, 2019

Wysing Arts Centre is a progressive organisation in a rural setting that was established in 1989. We enable artists and publics to engage their imagination freely and take creative risks; we believe that everybody has the right to time and space for creativity, away from the distractions of daily life.

The site is ten miles from Cambridge city. It holds 20 subsidised studios, accommodation for up to 80 visiting artists annually, recording and ceramics studios, flexible space to experiment, present and learn, fields, woodland, and several outdoor outworks. Work made at Wysing is seen worldwide. An accessible digital offer increases reach and archives our work; our youth programme empowers future generations.

Wysing invites artists from across the world to stay and reflect on their practice without the pressure of producing new work: time spent without a plan can often be when the best new ideas emerge. We take a proactive, intersectional approach to equity and inclusion, and often support artists who have not been well supported by mainstream gallery and funding systems. Several artists who have spent time at Wysing have gone on to be Turner-prize or Paul Hamlyn Award winners. Some artists go on to be commissioned by Wysing to make artworks, music and performance; many participate in Wysing’s lively events.

Wysing engages people of all ages through artist-led workshops, events, online projects, gatherings and an alternative art school called *The Syllabus*. Our young people’s programme has a focus on reaching people from rural areas. Wysing is currently building a youth council who will have decision-making powers in the organisation.

We are funded principally by Arts Council England through its National Portfolio scheme. Further funds are raised through Trusts, Foundations and via individual giving. Wysing recently received significant support from the Freeland Foundation to grow and deliver *The Syllabus* over the next decade. More can be discovered about Wysing’s programme and history at wysingartscentre.org/ and wysingbroadcasts.art/



Opening event: *Ain Bailey Version* 2021 Photograph: Chloe Page

The Role: Overview

The Site and Technical Manager is a key role in the organisation, working collaboratively across the programme and operations teams.

The Site and Technical Manager is responsible for the effective management and upkeep of Wysing's buildings and extensive grounds. These include offices, artists' studios, accommodation, ceramics and recording studios, woodland and fields. The role is also essential in supporting the delivery of artistic projects within Wysing's busy programme of residencies, commissions, events and learning activity.

The Site and Technical Manager communicates with a range of people including artists, contractors and the public and supports the Deputy Director in ensuring that all aspects of the site and programme are delivered to a high standard, working to reduce environmental impact. The Site and Technical Manager is supported by the Housekeeper and freelance technical staff.

The role is fully site based at Wysing Arts Centre.

Wysing is committed to equity. We acknowledge that certain areas of society are not proportionally represented within the arts sector; we are doing what we can to correct this. We are committed to providing equal opportunities for everyone, regardless of their background. We welcome applications from all backgrounds including, but not limited to, those who identify as from marginalised backgrounds based on any protected characteristic including age, racialization, gender identity or sexuality, disability or long-term health condition, pregnancy, maternity or marital status, religion or belief, and class background or class identity.



Wysing Ceramic Studio Open Morning, 2022. Photograph: Chloe Page

Position: Site & Technical Manager

Hours: Full time, 37.5 hrs per week. Some evening and weekend working necessary with hours claimed back under Wysing's TOIL system.

Working location: Wysing Arts Centre, Fox Road, Bourn, CB23 2TX

Salary: £25,500 to £27,000 per year (dependent on experience)

Contract: Permanent, subject to review in the first three months

Reporting to: Deputy Director

Key Responsibilities

- Ensure Wysing's site and buildings are safe, well maintained, fit for purpose and ready for use as required, including: carrying out or coordinating repairs, managing the cleaning, maintenance and security of the site, buildings, offices, artists' studios and grounds.
- Work in collaboration with Wysing staff and artists, supervising the work of freelancers, contractors and suppliers to ensure that the necessary technical planning and preparation is carried out for artistic activity at Wysing,
- Work with the Director, Deputy Director and consultants as needed to implement site improvements that enhance artist and visitor experience, reduce overhead costs and increase environmental sustainability.

Detailed responsibilities

Operational Management

- Agree and manage schedules of work with the Deputy Director and implement projects in a timely fashion and within agreed budgets.
- Work in collaboration with the programme team to ensure good forward planning is in place, and to ensure projects are delivered effectively and efficiently.
- Ensure that Wysing's buildings, site and working environments comply at all times with Health and Safety policies and best practice, including any works carried out by contractors or third parties.
- Arrange regular maintenance and safety inspections of the buildings, site, site artworks, machinery and equipment, as required and in line with current legislation.
- Manage and develop a network of freelance technicians and specialists to assist in, and deliver, projects and site maintenance works.
- Work collaboratively with external programme and organisational partners on the planning and delivery of projects, where appropriate.
- Manage and monitor the site maintenance budget, get quotes and contribute information for funded projects as needed, contribute to annual budget planning as required,
- Maintain an inventory of tools and equipment and manage systems for the effective loan and hire of equipment.
- Support the provision of IT for the organisation, working with other staff and external consultants.
- Support and inform the implementation and delivery of site improvements and development, in line with Wysing's Business Plan and Environmental Action Plan.
- Energy management and monitoring to contribute to improving site sustainability.

Technical and Projects

- Deliver technical aspects of the artistic programme including supporting artists to make their work and work undertaken as part of learning programmes.
- Give technical support and advice to artists at Wysing and at off-site locations where necessary and appropriate.
- Undertake the installation of projects and commissions to the highest possible standard.
- Set up audio visual equipment for events when required, including 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, or organise repairs by a third party where needed.
- Contract and manage freelancers and contractors where needed to support delivery and to provide ongoing site maintenance.
- Support the Resources and Operations Coordinator to prepare rooms for meetings, workshops, private hires and other activities and ensure spaces are properly cleaned and maintained.

Other

- Act as designated premises supervisor, key holder and be on the emergency call-out list.
- 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.
- Be an 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.
- Work in accordance with Wysing Arts Centre's Health & Safety and Equal Opportunities Policies at all times.
- The job will routinely involve safely moving chairs, tables etc., use of e.g. ladders and tools in setting up spaces and supporting artists.

Person Specification

Essential:

- Relevant experience of managing buildings, a site or similar
- Experience of project or exhibition installation
- Experience of technical support to artists
- Experience of managing budgets
- Experience of writing and implementing Risk Assessments and Safe Systems of Work.
- Good communication and negotiation skills
- Excellent organisational skills including the ability to meet deadlines and work within tight budgets
- Able to work using own initiative with the ability to prioritise and plan
- Able to work collaboratively as part of a team
- Able to be adaptive and flexible
- A good level of computer literacy
- Willingness to work evenings and weekends as required (Wysing operates a TOIL system)
- An understanding and empathy with the aims of Wysing Arts Centre
- An understanding and commitment to Health and Safety in the Workplace
- An understand and commitment to Environmental responsibility

Desirable

- Willingness to work at height, and experience with the use of access equipment
- Willingness to be involved in Arts Council and other programmes related to environmental responsibility
- An interest in the arts
- Driving license

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.



Young people working in Wysing's Ceramics Studio and Recording Studio 2021. Photographs: Lucy Shipp

Wysing's Vision, Mission, Values and Aims

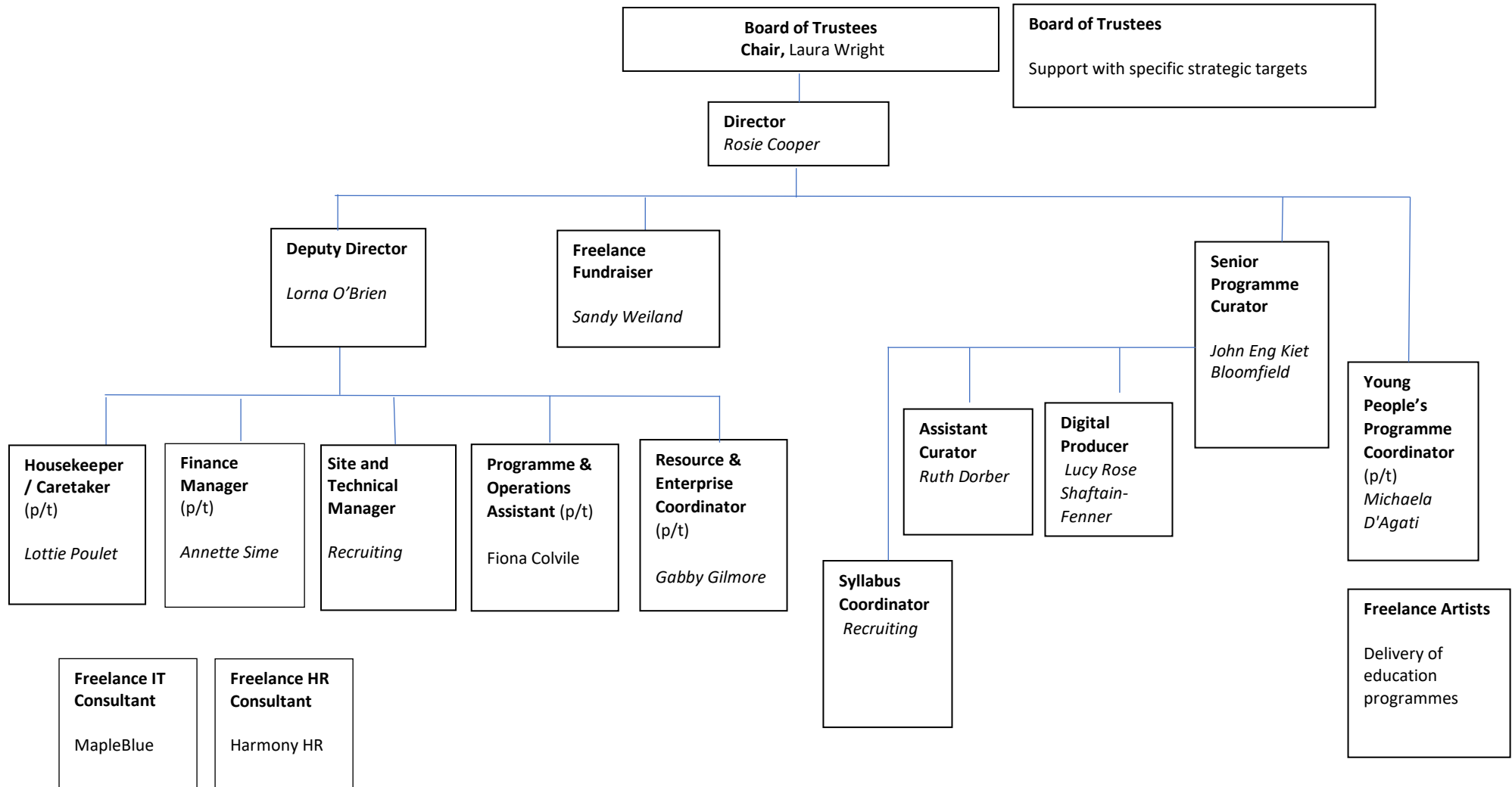
Vision: To cultivate the freewheeling imagination.

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.

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.

Wysing Organisation Chart



Recruitment Process:

The deadline for applications is 5pm on Monday 9 October 2023.

We use Submittable (an online application portal) for applications. Applications can be made via text, audio or video – please use whichever methods you prefer.

[Access the Submittable portal here.](#)

You will need to create a Submittable account. Once you have set up an 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.

Applications can also be made in video or audio format if required. If there is another method that you would prefer to use to apply due to your access requirements, please let us know. We want to remove as many barriers to applying as we can.

In your application, you will need to 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 explain why you want to work at Wysing.**
- 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.**

After we have reviewed applications, we will contact shortlisted applicants to join us for an interview and site visit.

We expect that interviews will be held on Tuesday 17 October 2023.
Wysing reserves the right to amend this recruitment timeline.

Wysing's Deputy Director, Lorna O'Brien, can be available to have an informal conversation about the position. Please email lorna.obrien@wysingartscentre.org

Equity, Diversity and Inclusion:

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

We are committed to providing equal opportunities for everyone regardless of their background. We acknowledge that people from certain backgrounds are under-represented in the arts sector and we're committed to doing what we can to correct this. We are particularly keen to receive applications from those who identify as global majority; d/Deaf or disabled people; people who identify as being LGBTQ+; people who have a mental health condition; and people who identify as working class now or in the past.

We recognise that people have commitments and responsibilities outside of work, therefore Wysing supports flexible working. We are also open to suggestions of job shares.