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| **REACHOUT WITH ARTS IN MIND** |

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| JOB DESCRIPTION  |

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| **STUDIO MANAGER** |

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| **Grade*:*** Senior Manager  |
| **Hours:** 5 days / 37.5 hours per week  |

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| **Location:** Reachout With Arts In Mind |

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| **Report to:** Executive Artistic Director |
| **Accountable To:** Board of Directors |

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| **Principal Objectives**To contribute towards successfully delivering Reachout Creative Communities Project, studio and outreach programmes.The project will scope an outreach trading arm through strengthening existing partnerships and engaging with new collaborators for co-production of delivery of creative experiences for isolated young people and older people.As first point of contact, manage administration of all people accessing Reachout studio and outreach programmes; members, visitors, volunteers, support workers, external organisations and artists.To ensure all operational and administrative tasks for Reachout studio are carried out in a timely manner, including managing and coordinating meetings, inviting attendees, preparing agendas, presenting and chairing meetings with other staff. Ensure funding applications and monitoring reports are completed working in partnership with the Executive Artistic Director.To initiate new projects in collaboration with the Executive Artistic Director.To play a key role in the development, implementation and maintenance of updating appropriate monitoring systems, records and procedures to ensure efficient and effective operation of the organisation. Administer effective marketing strategies; digital social media presence to engage with the community, external activities, stakeholders and partners.Delegating operational activity, where appropriate to members of staff and volunteers.**Beneficiaries:****• ‘Inspire Programme’** - Young people aged 16+ experiencing challenging circumstances, no positive destination, mental ill health, barriers to employment - approx 40 people each year• **'Inspire Outreach'** – Young people aged 11+ disengaged with schools, ASN department - approx 40 each year• **‘Change Programme’** - Adults experiencing mental ill health, unemployed, single parents, carers & volunteers including those requiring a stepping stone post pandemic through bereavement, redundancy, poverty – approx 100 people each year **•‘Make Programme’** - Adults aged 16+ living with mild learning or physical disabilities – approx 40 people each year Programmes will be co-produced by our membership supported by our staff team, volunteers, sessional artists and partners. |
|  **Main Duties and Responsibilities**

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| **Studio and Event Administration**To carry out administrative tasks and provide support for the Executive Artistic Director, Finance & Governance Manager, Project Workers, Board of Directors, Reachout members, Development Groups and relevant Sessional Artists. 1. **Member Support**
* The first point of contact with new referrals, members and organisations both by telephone and in person.
* Assist members with general daily studio procedures, membership fees, accessing programmes.
* Meet visitors/potential new members/volunteers/referrers
* Supporting staff to undertake member development and fundraising meetings.
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1. **Workshops**
* Liaise with sessional artists and Project Workers to purchase materials, support studio set up, design and marketing of all programmes
* Ensure workshop procedures; costings, registers, risk assessment, ‘snapshot’ evaluation forms are completed.
1. **Social Media & Marketing**
* Ensure workshop procedures; costings, registers, risk assessment, ‘snapshot’ evaluation forms are completed. Ensure studio promotion is clear and timely including responsibility for company calendar, web calendar, flyers, newsletter, questionnaire, leaflets, sharing word of mouth to members, support staff and partners.
* Administer effective social media presence to engage with members, the community, external activities; managing post content prior to release.
* Create marketing and social media campaigns and strategies, including budget planning, content ideation, and implementation schedules with the Executive Artistic Director.
* Ensure brand consistency in marketing and social media messages by working with Reachout team, including advertising, product development, and brand management.
* Archiving digitally recorded studio activities, artwork, events etc for the purposes of a digital resource library for promotion, stakeholder reports.
* Daily website maintenance and design as above.
1. **Strategic Planning**
* Assist the Executive Artistic Director to formulate strategies to ensure successful project work and revise the plans to meet changing needs and requirements.
* Assist the Executive Artistic Director to analyse and identify the resources required to attain studio enterprise objectives.
* Keep abreast with local and wider policy initiatives in order to identify and respond to enterprise and arts initiatives.

 1. **New Project Operations and Monitoring – Administration**
* In collaboration with Executive Artistic Director, members and volunteers establish new partnership projects, studio, outreach, trading arm.
* Ensure new projects are easily integrated into existing systems and processes thus minimising operational overheads.
* Work with the Executive Artistic Director and Finance and Governance Manager ensuring the sales/business strategy supports new projects and administrative tasks are reviewed and enhanced to support the new activity/funding streams.
1. **Finance**
* Cash handling and reporting to ensure accurate accounting of membership fees, workshop fees, events, fundraising activities, volunteer fees etc.
1. **Volunteers**
* Develop meaningful volunteer roles, create weekly studio rota.
* Complete all administration required, application, PVG, profile, induction training etc.
* Undertake volunteer supervision sessions to record progress monthly/as necessary
* Manage day to day tasks fulfilled by volunteers
1. **Management Team Support**
* Provide ongoing support for the Executive Artistic Director, Finance Manager and Board of Directors on issues and strategy in terms of Operations and Business.
* Attending networking opportunities as appropriate to represent the organisation and for personal development. Deputising for the Executive Artistic Director at partner meetings and third party agencies promoting and communicating the activity of Reachout.
* Ensuring arrangements of studio and online meetings, conference, training, travel and organising events as required.
1. **Company and Project Monitoring**
* Develop monitoring systems to effectively record & collate monitoring figures of attendance, participation, external contacts, activities, service and project progress including individual funding reporting requirements in partnership with the Executive Artistic Director. This should be referenced based on the records management policy.
* Ensure all clerical procedures, including: reception, filing, record keeping, mailing and photocopying are managed to an acceptable standard and services are professionally delivered.
* Ensure adequate annual reports, evaluation reports, newsletters, overview of events, press coverage, project DVD’s, CD’s of artwork etc. are available both digitally and paper copies and distributed as necessary to stakeholders.
* Assist and support the Executive Artistic Director and Board of Directors with involvement in strategic planning & project development systems – funding applications and reports etc.
* Assist and support clear monitoring of project achievements, transitions tables, individual goals to enable Executive Artistic Director and Board of Directors to evaluate progress.
1. **Health & Safety & Studio Risk Assessments**
* Ensure communication with landlord reporting faults and maintenance issues take~~s~~ place.
* To ensure a complete fortnightly good housekeeping check of everyday studio and office equipment is undertaken.
* Develop, implement and manage health and safety, risk assessment records and liaise with appropriate external agencies and regulators supported by Project Workers.
* Ensure fire exists are checked and are accessible daily.
* Ensure weekly fire drills and burglar alarm drills are completed with two members of staff *(currently responsibility of Mulraney Group within Lime Tree House)*
1. **Annual General Meeting**
* To assist Executive Artistic Director and Board of Directors to plan and implement an Annual General Meeting, responsible for the communication between stakeholders, members and staff and distributing reports to all.
1. **Support and Supervision**
* Attend weekly staff team meetings
* Attend annual job chat sessions with the Executive Artistic Director. To utilise these sessions to communicate relevant aspects of work which may need addressed
* Attend training sessions relevant to the work of the project to further personal development and project opportunities.
* Ensure escalating member issues with proposed resolutions to the Executive Artistic Director for approval. Ensuring approved resolutions are implemented in a timely manner informing the Executive Artistic Director of progress where involved.

**PLEASE NOTE: Covid-19**The above list of duties is not exhaustive and a range of additional tasks may be undertaken from time to time, as and when appropriate eg if required to work from home, in order to mitigate risk of spread of infection, revised delivery of activities during periods of lockdown etc |