



Job Description: Operations Manager

Sculpture House is seeking an Operations Manager for a 14 hour (2 days) per week, one year fixed-term freelance position, with the hope of extension dependent on securing further funding. The fee for the role is £22,000 with a minimum of 88 days work required over 12 months. This opportunity is funded by The William Grant Foundation.

To apply please send a CV and covering letter to info@sculpturehousecollective.com

Please include contact details for 2 referees, plus your contact details and location. Sculpture House Collective are committed to safeguarding: PVG check will be required. Alternatively, send a link to a (max 10 minute) video that outlines the above information.

Deadline for application: Friday 19th September 5pm.

Interviews: Early October 2025 (date TBC) - in person (Paisley)

About Us

Sculpture House Collective is a Scottish charity led by artists and supported by a committed board of trustees. Founded in 2021 by Laura Aldridge, Nick Evans, and James Rigler, we've built a welcoming home for creativity - a place where everyone can make, share, and enjoy art. Our work celebrates the joy of making and the wellbeing it brings, opening up opportunities for artists and communities alike. Born from the belief that art should be for everyone, we're here to nurture talent, spark imagination, and create connections that last.

We're developing Sculpture House into a community asset, offering low-cost, long-term facilities for artists and local residents. Our funded programs provide free, high-quality creative activities for young people and the wider community, including those with additional support needs. We also generate income through commissioned sessions for

local authorities and public art projects. Our unique approach brings professional artists and communities together, offering empowering opportunities for participants to create high-quality art and experience life-changing pride through participation.

Job Description

The Operations Manager at Sculpture House is a central role, supporting the strategic development and partnership cultivation alongside lead artists and the Board of Trustees. This position oversees all daily operations, from facility and administrative management (including policies, risk, and governance) to supporting financial planning, fundraising, and project delivery, ensuring the efficient and effective running of Sculpture House.

Main Duties and Key Responsibilities

Strategic Operations

- Support the lead artists and the Board of Trustees in the strategic development of the organisation.
- Assist lead artists with partnership development and the maintenance of relationships with local groups, the local authority, and other stakeholders.

Day-to-Day Operations

House Management

- Ensure all facilities are well maintained and ready for use.

Administration

- Maintain and update studio/facility tenancy and lease agreements.
- Prepare governance and Board of Trustee documents and organise these and other key meetings.
- Lead on monitoring and data collection for reporting purposes.
- Update and manage organisational policies and action plans
- Ensure appropriate insurance cover is maintained.
- Oversee PVG (Protection of Vulnerable Groups) processes.
- Oversee risk management and health and safety processes.
- Support project reporting, monitoring, and evaluation.
- Help to co-ordinate fundraising activities and bids.
- Ensure the website and social media is kept up to date.

Operations

Support the lead artists and Board of Trustees with:

- Delivery of small capital works and developments.
- Financial planning/reporting/forecasting.
- Bookkeeping
- Stakeholder engagement.
- Hosting other users of the building.
- Maintaining organisational policies and procedures.

Other

- Work within the organisation's policies, including health & safety, and safeguarding.
- Participation in organisation meetings and events as required.
- Attend training as and when required.
- Advocate for the organisation within the sector and beyond.
- Any other duties appropriate to the post and organisation.



Person Specification: Operations Manager

1. Experience

- **Essential:**
 - Proven experience in an operational or administrative role, preferably within a charity, arts, or community-focused organisation.
 - Experience with administrative tasks, including maintaining records, managing documents, and data collation for reporting.
 - Practical experience with basic bookkeeping and financial administration.
 - Experience in supporting project management and delivery.
- **Desirable:**
 - Experience working closely with a Board of Trustees or similar governance body.
 - Prior involvement in fundraising activities.
 - Demonstrable experience in maintaining facilities or overseeing property management.
 - An entrepreneurial approach to working, and a shared appetite for growing Sculpture House Collective as a sustainable organisation.

2. Knowledge

- **Essential:**
 - Sound understanding of risk management principles and health & safety regulations relevant to a public building.
 - Awareness of data protection and confidentiality best practices.
 - Basic knowledge of charity governance and regulatory compliance.
- **Desirable:**
 - Knowledge of the Scottish arts, cultural, or community sector.
 - Familiarity with tenancy agreements and lease management.

3. Skills & Abilities

- **Essential:**

- Excellent organisational and time management skills, with the ability to manage multiple priorities effectively.
- Strong attention to detail in administrative, financial, and reporting tasks.
- Proficient in using standard office software (e.g., Microsoft Office Suite, Google Workspace).
- Clear and effective written and verbal communication skills, suitable for diverse audiences.
- Ability to work collaboratively and provide effective support to colleagues.
- Problem-solving skills with a proactive approach to operational challenges.

- **Desirable:**

- Basic website content management and social media update skills.
- Ability to develop and implement policies and procedures.

4. Personal Qualities

- **Essential:**

- Adaptable and flexible, able to respond to the varying demands of a busy operational role.
- A collaborative team player with strong interpersonal skills, able to build and maintain positive relationships with diverse stakeholders.
- Demonstrates discretion and professionalism when handling sensitive information.



ABOUT SCULPTURE HOUSE COLLECTIVE

WHO WE ARE

Sculpture House is an arts charity based in Ferguslie Park, Paisley. Founded and led by artists Laura Aldridge, Nick Evans and James Rigler, our work is rooted in creative practice and shaped by a belief in the power of making. We provide affordable studio space for artists and deliver free, high-quality creative programmes for the local community.

Created in response to the challenges faced by both artists and underserved communities, Sculpture House offers a sustainable base for making, learning and connection. We run workshops, open days and long-term partnerships with schools, nurseries and support organisations. Our work creates meaningful employment for artists and ensures inclusive access to creativity for people of all ages and abilities.

Together with our community partners, we are shaping Sculpture House into a living artwork—an inspiring, evolving space that reflects the people we work with. By bringing artists and communities together, we help build confidence, wellbeing and a lasting sense of pride through shared creative experiences.



OUR STORY

Sculpture House was established in 2021 by artists Laura Aldridge, Nick Evans and James Rigler. The idea emerged during the pandemic, when the precarious nature of artists' incomes, studio provision and employment became starkly apparent. At the same time, it was clear that many communities—particularly in areas like Ferguslie Park—face limited access to creative opportunities and spaces.

Drawing on their own experience of working in schools, community organisations and social care settings, Laura, Nick and James understood the powerful impact of creative engagement in improving wellbeing, building confidence and widening opportunities.

Sculpture House brings these two needs together. It provides a secure, affordable and inspiring base for artists, while opening up inclusive creative experiences to the local community.

With multi-year funding from Creative Scotland, support from Renfrewshire Council, The William Grant Foundation and others we offer long-term studio space to a resident team of eight professional artists, who co-design and deliver a broad programme of free activities.

These include creative workshops for children and young people, community open days, and dedicated sessions for adults with additional support needs. All artists are fairly paid for their work and benefit from peer support and meaningful employment.

In addition to our core programmes, we generate income through commissioned workshops, public art projects and community consultations—helping to sustain our space and expand our reach.

What makes Sculpture House unique is the way we bring professional artists and local communities together, working side by side in a shared creative space. We see first-hand the pride and joy that comes from making something by hand—and the deep, lasting impact it can have on people's lives.



WHAT WE DO

Sculpture House offers a wide variety of cultural programmes and services to Ferguslie and the wider community. Our activities fall under three headings:

Create:

Programming and engagement activities delivered as part of SHC's core offer. These include partnership programmes, creative workshops, and artists' commissions. All Create activities are free-to-access and delivered by professional artists, funded through grants, partner support, and SHC's Lead Artist programme.

Host:

Activities hosted at Sculpture House by our resident or affiliate artists, or by community members. This includes artist-led projects such as Laura Spring's Dye Garden, community meetings, or artist residencies. Some Host events are free, others may be ticketed to support artist income.

Commission:

Externally commissioned work, including public art, consultancy, exhibitions and talks. These projects allow SHC to diversify income, support artists through meaningful employment, and connect sculpture with wider communities.

OUR ARTISTS

The Sculpture House Collective is an evolving group of artists who work in and out of our building. From professionally trained artists to those with alternative backgrounds, we celebrate the diversity of artistic practice and believe in opening up the opportunity to be an artist to all.

Lead Artists: Laura Aldridge, Nick Evans, James Rigler, Laura Spring

Resident Artists: Morvern Mulgrew, Michael Fullerton, Kate V. Robertson, Coral Brookes

Associate Artists: Debi Banerjee, Morwenna Kearsley, Ruth Davies, Eo Stearn, David Milne, Edward Devenney

VISION, MISSION & VALUES

Our Vision: To enrich lives by connecting artists and communities in their own neighbourhoods.

Our Mission: To embed a new model of artistic practice and community benefit within Ferguslie Park. Our house and our community will evolve together using sculpture to provide opportunities for transformation.

Our Values:

- **Wellbeing:** Connecting through creative activity
 - **Inclusive:** Ensuring equality of opportunity for all
 - **Generosity:** Creating a welcoming and inspiring space
 - **Ambition:** Delivering high-quality work and partnerships
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STRATEGIC AIMS

Over the next five years, we aim to become a sustainable and thriving organisation that delivers high-quality programming with lasting impact.

Our Strategic Aims:

1. Inspire participation in sculpture
2. Develop our house as a hub for creative growth
3. Make sculpture responsive to our communities' needs
4. Foster inclusivity, fairness and environmental care
5. Build a resilient, sustainable organisation

We will achieve this by:

- Strengthening partnerships and artistic networks
 - Investing in our building as an inspiring space
 - Responding to local needs through inclusive programming
 - Championing EDI, fair work and sustainability
 - Generating creative, dynamic and ethical income streams
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OUR BOARD

Our board of trustees brings expertise from across the arts, community and education sectors. They help guide Sculpture House and support our long-term success.

Chair: Karen Shaw (Project Development Manager, Sauchiehall Street Culture and Heritage District)

Trustees: Hadrian Garrard, Alexia Holt, Kate V. Robertson, Micaela Levesque, Lynne McKenzie-Juetten

Community Advisors: Karen Campbell (Pals of The Privies), Terry McTiernan (Chair of Community Council)

Find out more or get involved:

Email info@sculpturehousecollective.com, visit our website sculpturehousecollective.com and instagram page [@sculpturehousecollective](https://www.instagram.com/sculpturehousecollective)

