

## Meanwhile Space Co-ordinator | Job Description



**Job title:** Meanwhile Space Co-ordinator

**Responsible to:** Executive Director

**Salary:** £20,000 per annum  
(pro rata 0.2fte – 7.5hrs/week)

**Terms: Fixed term 6 month in the first instance.** *NB The post is a pilot funded by Arts Council England, after which there may be an opportunity to extend the role depending on the success of the pilot and the needs and finances of the organisation*

Coventry Artspace is looking to recruit a 'can-do' person to support its management of artist spaces. This role will be perfect for someone interested in developing a career in facilities management within the cultural sector or for freelance art technicians looking to establish a regular income alongside freelance work.

Coventry Artspace is a visual arts organisation founded in Coventry in 1991 and becoming a charity in 2009. Our mission is to support the development of visual artists and the visual arts in Coventry. We are particularly interested in supporting the development of socially engaged and community-focused visual art activity.

The post holder will report directly to the Coventry Artspace Executive Director, and will join the organisation at an exciting time as Coventry approaches its year as UK City of Culture in 2021, the year we celebrate our 30<sup>th</sup> anniversary.

Coventry Artspace is committed to equality of opportunities in every aspect of its work. We are interested in all applicants regardless of age, disability, gender, race, religion, belief or sexual orientation.

### **Job Duties**

Support the Artspace Director to:

1. Create safe and suitable environments in Artspace Meanwhile Spaces for the purpose and needs of the organisation, in line with Government Covid-19 guidance and any pertinent lease agreements
2. Use best business practices to manage and reduce operation costs and to promote the use of the building by artists and cultural partners
3. Create a budget for various building needs and expenses
4. Compare costs for various services and goods before choosing the best options for the organisation

5. Manage the maintenance of the spaces by performing repairs or contracting maintenance services as needed
6. Track spaces upkeep as well as anticipated long- and short-term improvements and maintenance
7. When appropriate, keep the surrounding grounds properly cared for
8. Interview and hire certain contractors, such as maintenance staff and cleaning services
9. Handle certain administrative tasks, such as preparing reports on the spaces for the Board of Trustees
10. Ensure the security of the spaces
11. Respond to emergency situations or other urgent issues involving the spaces
12. Build relationships with City Council and private landlords and other parties with a view to identifying future spaces that Artspace can use.

**Person Specification. For this post you will need to have**

**Qualifications**

An education to A Level, or equivalent professional experience

Desirable: Bachelor's degree in related field (eg business management, facilities management) or equivalent professional experience

**Skills**

Ability to problem solve

Ability to organise and plan your work

Ability to manage your time and work on your own

Ability to perform basic DIY

**Experience**

Some buildings maintenance experience and familiarity with building upkeep.

Desirable: experience of cultural or community facilities

**Other**

Interest in the arts, cultural and community events

Some flexibility around scheduling

The applicant will need to live within 5 miles of Coventry city centre.