

A.P.T Buildings & Gallery Manager (Part-time, fixed contract until 30 June 2019)

JOB DESCRIPTION

The Art in Perpetuity Trust (A.P.T) is looking for an enthusiastic, self-motivated, dedicated person to part manage the A.P.T Gallery and oversee the general maintenance and safe operation of its 42 studios, all with an environmentally-friendly remit. The post would suit a self-employed artist as it is part-time with a fixed allocation of 30 hours a month, to be undertaken as and when required. There is an expectation that there will be some evening and weekend work and so a close locality or easy commute to A.P.T would be helpful as the post-holder might be required to come in for just an hour's work in a day. We are looking for someone who is very flexible in the hours that they could work.

The Buildings & Gallery Manager will support the install and de-install of exhibitions, and so experience with handling and displaying artworks is essential.

The post holder will report to Liz May and will be in charge of the general maintenance and safe operation of A.P.T's two studio buildings (Harold Works and the Welding Shed Studios) which house 42 studios, and the A.P.T Gallery along with the common parts of the entire studio complex on the banks of Deptford Creek.

Job Specification

- Manage and undertake some general maintenance around the site and oversee the health and safety issues in the Gallery and Studios
- Work with artists and curators to support the install and de-install of exhibitions (as required) and advise and help with hanging exhibitions, setting the lights, etc.
- Implement recycling and environmental programmes to help A.P.T become an environmentally- responsible studio provider
- Support the A.P.T's current capital project 'Platform' and ensure that project documentation is recorded and stored
- Review the annual contracts with fire alarm & security firm, fire extinguisher supplier, lift company, electrician, electricity and water services and any other contractors used occasionally by A.P.T.
- Monitor and update the 'Building Impairment Review' within A.P.T's Risk Management Policy and ensure that remedial work identified in the 'Dilapidation Survey 2017' is completed by the artists

Essential Skills

- Experience with hanging contemporary art exhibitions and handling artworks
- Knowledge of / experience with environmental issues and recycling
- Ability to complete general maintenance and building repairs
- Efficient organisation and management of documents, contracts, plans, certificates, instruction manuals, and any other papers that require safe storage
- Computer literate

Desirable Skills

- Interest in contemporary art
- Health and Safety experience / First Aid Certificate
- Training to work on ladders
- Technical knowledge/experience of AV, TV and sound equipment

Person Specification

A.P.T is looking for an enthusiastic, self-motivated person to be available to work on a self-employed basis at the Studios and Gallery as and when required, as there is likely to be some evening and weekend work. A contract of 30 hours a month is being offered until 30 June 2019. By its very nature as a Gallery and Studio provider A.P.T requires a flexible, dedicated and accurate approach to all its work.

Deadline to apply | Wednesday 6 June 2018 (5pm)

Interviews will take place week commencing Monday 25 June 2018

To apply | Please email the following documents (saved as a single PDF) to A.P.T for the attention of Liz May by 5pm on Wednesday 6 June 2018

1. Covering letter which briefly outlines your experience in relation to the Job, Skills and Person Specification, and why you would like the position
2. Curriculum Vitae, with two referees

Email | job_application@aptstudios.org

Date of posting | 25 May 2018

Liz May | Art in Perpetuity Trust, Harold Wharf, 6 Creekside, Deptford, London SE8 4SA