



Job Application Pack - Venue Technician

Introduction

Art in Perpetuity Trust was founded in 1995 by a group of artists in an old warehouse in southeast London. It's mission was and still is to support creative thought and artistic vision, both in the studio and in the wider world. At its freehold premises, by the creek in Deptford, APT provides 42 secure studios for visual artists, a contemporary art gallery and a working sculpture yard. A registered Charity, APT aims to:

- promote the value of creativity in the visual arts
- provide secure studio space in perpetuity on Creekside, Deptford
- provide an accessible gallery space
- run an annual Open Studio event to give visitors access to a working artistic community
- forge links with local, national and international individuals and groups to develop a diverse range of educational programmes

APT is an artist-led organisation, managed by the Administrative Director, who works with the trustees, artist-members and other staff to deliver APT's aims, as defined above.

Uniquely, each artist who is offered a studio automatically becomes a member of the charity, taking an active role in its direction through subcommittees and other advisory roles. Proposals and recommendations are made to the Management Committee that is formed of: Trustees, Chairs of the sub committees, three elected Artist Advisers (from the Artist-members) and four Floor Representatives (likewise from the Artist-members) and the Administrative Director.

The collective character of APT outlined above has evolved naturally since 1995, creating a supportive environment and ensures that APT's decision-making processes are fully transparent to the entire membership and contributes to its development and success.

Role

The staff team is made up of an Administrative Director and Venue Technician. The office plays a vital role at APT and is the central point of contact for both studio artists, exhibitors, and the public.

The Venue Technician works across both the Studios and Gallery, supporting the Administrative Director to liaise with exhibitors, supporting exhibitions and maintaining efficient building operations.

The Venue Technician is line managed by the Administrative Director.

This part time role is an excellent opportunity for someone who wants experience in a not-for-profit space, supporting the smooth running of a varied programme of events and exhibitions.

Application Guidance Notes

Access

Art in Perpetuity Trust (APT) strives to be an equal opportunities employer and studio provider and welcomes applications from all sections of the community. APT is partly wheelchair accessible, due to the older sections of the building.

Please contact the office at info@aptstudios.org if you would like further information about access.

The Recruitment Process

To apply please read the Job Description on the following page and then send a CV and Covering Letter to recruitment@aptstudios.org before the deadline, **5:00pm, Monday 22 May 2023**

The Covering Letter must be no more than 2 sides of A4 and address why you think you would be suitable for the role based on the requirements identified in the Job Description.

We will aim to respond to all applicants by 1 June. Due to the volume of applications, we will not be able to give feedback on unsuccessful applications. This does not mean we don't value the time and effort you've put into applying, but just that we do not have the resources to respond to each one individually.

Successful applicants will be invited to an interview at APT, scheduled for **Thursday 8 June**.

Application details

- Please return the Covering Letter and CV to: recruitment@aptstudios.org by **5:00pm, Monday 22 May 2023**
- In the subject line of the email, type your full name.
- Applications submitted after 5pm on the deadline will not be considered.
- We welcome and encourage applications from applicants of all backgrounds. We particularly welcome applications from Black, Asian and Minority Ethnic backgrounds, as these groups are currently under-represented in the cultural sector.

We would be grateful if you would fill in and return the separate Equal Opportunities Monitoring form with your application, which is downloadable from our website. When the application is received, the Equal Opportunities Monitoring form is removed and does not form part of your application. The information from this form helps us to monitor equality and diversity across APT.

Job Description - Roles and Responsibilities

Gallery & Event Support

- Deliver all gallery and event inductions with exhibitors, during their installation
- Oversee the install and deinstall of each exhibition and events and provide practical expertise when required.
- Support the Administrative Director with the gallery and events programme administration and marketing
- Manage and maintain the stock room of equipment and assist in any technical set up of exhibitions when required, including the management of lighting in the Gallery.
- Act as Duty Manager for all private views in the Gallery and support the set up and delivery of all events.
- Schedule and deliver gallery site visits with potential and future exhibitors.
- Record exhibition and event visitor numbers and data
- Send out evaluation forms to all exhibitors and monitor feedback
- Collate gallery statistics and evaluation feedback bi-monthly to the Administrative Director
- Provide admin support for the Gallery subcommittee, setting up meeting and typing minutes.

Building Operations

- Weekly monitoring of all spaces for cleanliness, security, safety and operations, resolving issues or escalating where necessary.
- Support the Administrative Director ensure the health and safety policy and fire regulations is adhered to across the building.
- Schedule the annual maintenance of the building and equipment across the year and oversee all site engineers.
- Keep up to date details of all supplier accounts
- Update internal signage across the building when required.
- Undertake some general maintenance in liaison with the building subcommittee
- Support the Administrative Director manage the artist work in kind programme across the membership
- Provide admin support to the Building Subcommittee, setting up meetings, attending meetings, writing minutes and following up on actions.

Other

- Responsible for ordering stationery and cleaning supplies
- Take an active role in answering the phone and dealing with incoming questions from the membership.
- Any other duties deemed fit by the Administrative Director

Job Specification

Essential

- Strong interest of contemporary visual art in the UK in both public and private galleries
- IT literate (Mac, Google work suite, email & cloud-based services).
- Strong practical skills in general DIY, painting, making good. Confident all-round building skills using power tools.
- Experience of installing exhibitions and/or events
- Confident using and setting up a range of technical equipment
- Good understanding of Health and Safety practices in a work and venue environments
- A highly motivated and enthusiastic team worker. Pro-active and independent.
- A thorough and proactive approach to work
- An ability to build and maintain excellent working relationships.

Desirable

- Educated to degree level in arts related qualification
- Understanding of Data Protection
- First Aider/ Fire Marshall

Details

Title: Venue Technician

Hours: 3 days a week. (*Of which Monday and Tuesdays are fixed days with an additional flexible Thursday or Friday*).

Part of this role involves the management of all private views at the Gallery, which usually take place at the Gallery on first Thursdays of each new show, between the hours of 5-8:30pm. In addition, some other weekend and evenings work may be required. In both cases time off in lieu (TOIL) will be offered.

Salary: £25-30K per annum (£15K - £18K pro rata), depending on experience

Pension: APT's contribution is 3% and Employee contribution is 5%

Holiday: 28 days + bank holidays (17 days + pro rata bank holiday allowance for P/T employees)

Line Manager: Administrative Director

Probationary Period: 3 Months