

The ACE Foundation *Founded 1958 by Philip Barnes*

Association for Cultural Exchange | ACE Cultural Tours | Stapleford Granary

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Job Title: Building (Operations) and Events Manager Stapleford Granary | ACE Foundation

About the ACE Foundation

The ACE Foundation (Association for Cultural Exchange) is a Cambridge-based educational charity founded in 1958 with the object of encouraging and developing cultural understanding. Providing support for educational projects, courses and summer schools, both locally and internationally, the ACE Foundation has played a pioneering role in adult and continuing education. The ACE Foundation also owns a subsidiary company, ACE Cultural Tours, the UK's leading provider of cultural travel and study tours.

Stapleford Granary

The ACE Foundation owns and operates Stapleford Granary, a new study centre for music, arts and culture providing educational activities for all ages. We host concerts and music workshops, support artist development, and organise a diverse range of lectures and art courses in a range of disciplines. The site includes performance spaces, art studios, a music suite and conference facilities. The role will therefore allow multiple opportunities to make a significant creative impression on our future activities.

The Role

The Operations and Events Manager will work closely with the Director of Music & Arts in devising, organising and managing educational courses and events. You should have a background or keen interest in music and the arts and will be joining us at an exciting time in our development. This position will support our busy programme of events and courses, and provide day-to-day operational management to the building as a whole.

Main Responsibilities

General Administration

To work with the Management Team in the day-to-day operation and management of Stapleford Granary, including the Bar, Box Office, Studio Lets, Room Hire, and General Administration.

To work with the Director of Music & Arts in facilitating and managing educational courses and events taking place at Stapleford Granary.

To meet and host visitors, answer queries and liaise with artists, students and tutors.

To ensure that safe working practices are followed throughout the Granary, with reference to the Health and Safety policy and Code of Conducts.

To work with the Marketing Assistant in providing content and support in the creation of all marketing material.

To enable Box Office Management for events, courses and spaces at Stapleford Granary.

Calendar creation for event management and volunteers.

To assist in the development of the Art Wing and to liaise with Art Tutors on the booking of the Art Studio.

To carry out other tasks as required, in line with the overall purpose of the post and the nature of the Granary.

Duty Management

To rota and act as Duty Manager for events, taking on responsibility for the Granary throughout an event, including audience management, bar, box office, customer service and security.

To hold overall responsibility for operations and fire safety whilst acting as Duty Manager.

To lead the Front of House Team, and provide training for volunteers and paid event helpers when required.

Health & Safety

To ensure a safe working environment for all users and members of the public, being fully conversant with all relevant regulations promulgated by government, local authorities, trading standards, fire authorities, or any other appropriate body.

To undertaking regular inspections and routine maintenance of equipment and installations, ensuring it complies with all relevant regulations.

To keep detailed records of safety checks on all equipment and installations.

To keep the Health and Safety Policy up-to-date, accessible, and relevant to current industry standards and legislation.

To compile risk assessments for activities throughout Stapleford Granary.

Environment and Maintenance

To provide a high-quality, welcoming environment for all users.

To ensure that the fabric of the building is maintained and kept to a high standard, undertaking or arranging repairs where necessary.

To develop and implements improvements to services, and the fabric of the building.

Sundries and Procurement

To decide on appropriate stock, and maintain stock levels for the Bar, Refreshment Facilities and Sundries.

To compiles quotes, and advise on capital expenditure.

To liaise and provide assistants with the Accounts Department on invoicing, expenditure, income and procurement.

This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but is not intended as a wholly comprehensive schedule.

Skills and Personal Attributes

Essential

Relevant qualification in Events and Operations Management, or substantial experience of working within art venues, and the management of events.

Good working knowledge of all appropriate IT and Content Management Systems, such as Word, Excel, and event booking software.

Excellent organisational skills and ability to work consistently to deadlines.

A respect for Health and Safety, and a practical understanding of safe working practices relevant to the operation of a venue open to the public.

Desirable Skills

Experience within an educational establishment.

Relevant training, experience or qualification in Health and Safety and the creation of Risk Assessments.

Clean driving licence.

Personal Attributes

Passion for music and the arts.

Creative and imaginative.

Self-motivated, positive, resourceful and professional.

Enthusiastic, flexible and adaptable.

Calm, constructive and focused under pressure.

The postholder will benefit from a competitive salary and, after a qualifying period, company contributions into a group pension scheme and private medical insurance. Leave entitlement is 25 days per year and 8 public holidays for full time staff, pro-rata for part time employees. Normal working hours are 0900-1700 Monday-Friday with 30 minutes' lunch break but flexibility will be needed due to the nature of the job. This position is envisaged to be for 5 days/week.

In the region of £25,000 per year

To apply please email a covering letter and your CV to paul.barnes@acefoundation.org.uk for the attention of Paul Barnes.

APPLICATION DEADLINE: Monday 14th January 2019 by 9.00am

You must have the right to work in the UK.

We do not wish to be contacted by employment agencies.