



SET CENTRE CIO: Candidate Pack

Job Title: Head of Studios

Overview

In 2024, SET's Director of Studios is stepping down. SET is looking for a dynamic and conscientious Head of Studios to lead the studios management across SET's seven studio centres.

We are seeking a candidate with a broad understanding of the dynamic landscape of emerging creatives and a proven track record in studio provision or other relevant creative facilitation.

SET runs arts centres across London, being well known for our community-building, experimental arts programme, and being *one of the most affordable workspace providers* in London. SET is an organisation with over 17 staff and turns over about £1m per annum.

Contents

Overview.....	1
Job Description.....	1
Role Overview.....	2
Main Responsibilities.....	2
General Responsibilities.....	3
Strategy.....	3
People.....	3
Financial.....	4
Candidate Specifications and Skills.....	4
Specifications Essential.....	4
Specifications Desirable.....	4
Skills Essential.....	4
Skills Desirable.....	5
Organisation Overview.....	5
SET's Goals.....	7
Application Process.....	8
Selection Process.....	8
Access.....	8

Job Description

Salary £40,000pro rata.

SET

Hours	32 hours per week (4 days a week), 10:00-18:00 Monday-Thursday (paid lunch). Occasional evening and weekend work will be required according to the demands of the centres and arts programme.
Term	12 months fixed term.
Probation	6-month probationary period, which can be ended by either party with one months notice. An interim meeting will take place 2-3 months into the role before the probation period concludes.
Reports to	Roland Fischer-Vousden – founder & Director.
Benefits	PAYE, holiday entitlement of 20 days, in addition to the Christmas period and recognised bank holidays. Pension Scheme (you can opt out if you wish to).
Location	Across SET Centres, SET's current main offices are at SET Woolwich. However, each site is currently temporary, and SET runs across multiple sites.
Additional	Quarterly reviews to discuss ongoing progress, address issues and re-evaluate objectives.

Role Overview

Main Responsibilities:

The Head of Studios will be jointly responsible for leading the day-to-day running of the centres, alongside the Head of Infrastructure, focusing on the artists' workspaces provided and the Associate Membership.

The key responsibilities involve leading the Studios Management Team and overseeing the Associate Membership in SET centres. The candidate will concentrate on delivering on SET's aims as an organisation, specifically in affordable artists' workspace provision. Additionally, this role will support the building management and maintenance team, led by the Head of Infrastructure, to ensure that all centres are running correctly and meet all compliance and health and safety requirements.

The Head of Studios will assume a significant role in shaping the overarching strategic and operational plans for the studios, with a focus on the establishment, ongoing operations, and closure of centres. This collaborative effort will be conducted in conjunction with the Head of Infrastructure and the founder Directors. When these plans specifically concern studio management, it will be the Head of Studios who takes charge of their execution. This will involve advocating for the charity's interests when engaging potential and current landlords and partners.

The candidate will need to be committed to SET's goals, ethos and vision and work in such a way as to reflect our commitment to respect for everyone: being supportive of our team, Associate Membership and the wider public, and maintaining the organisation's reputation as culturally relevant, innovative, and committed to social justice within the arts.

SET

General Responsibilities

- To undertake duties proactively and work in accordance with SET's policies, aims and objectives.
- To undertake duties with an awareness of the need to promote cost effective and efficient management, considering the budget for studios with an awareness of the charity's finances as a whole.
- To maintain confidentiality agreements and to behave in a professional manner while representing SET.
- To engage with staff, Associate Members, other clients of SET and the public in a positive and constructive manner, aiming to resolve any disputes fairly in accordance with SET's policies and ethos.
- To demonstrate a willingness to undertake training as required for the development of the post and enhancement of the charity's skill base.
- To attend a proportion of SET's programme and other meetings, which may be held outside normal office hours, including occasional evening and weekend activities, repaid through time in lieu.
- To assume a leadership and management role in advancing both existing and new projects in a dependable and sustainable manner.

Strategy

- Collaborating closely with the Head of Infrastructure to jointly ensure that the studios within the organization align with its vision, mission, and objectives.
- Oversee the day-to-day operations of the centres, with a focus on studio management, including the studios and associated activities.
- Take responsibility for assisting the Head of Infrastructure in maintaining all centres, ensuring compliance with health and safety regulations and building standards.
- Working alongside the Head of Infrastructure and Founder Directors, supervise the entire life cycle of the centres, from establishing new studio centres to the closure of existing ones, including strategic planning and studio development.

People

External

- Responsible for providing support and advocating for the interests of the Associate Membership in accordance with SET's objectives and the scope of SET's activities. This entails managing expectations, resolving conflicts, and offering support to members in connection with SET centres. It involves cultivating a culture of community, mutual respect, support, and ensuring that policies are consistently applied to benefit all Associate Members within SET centres.
- Ability to work creatively with a wide range of professionals, cultivating and managing effective partnerships and relationships.

Internal

SET

- Responsible for leading the Studio Management Team. This includes line managing the three Studios Managers and co-managing the Associate Member Accounts Manager with Roland Fischer-Vousden.
- Take the lead to ensure the provision of an enriching and successful context for a staff working culture, including cultivating a diverse, supportive, and inclusive work environment.
- Ensure that the Studio Management Team works effectively with the rest of the SET team including the Accounts Team, Curation Team, Maintenance Team & Events Team.
- Collaboratively responsible for the promotion and maintenance of an organisational culture which values inclusion, equity, innovation, and professional development.

Financial & Reporting

- Manage the budget for centres in collaboration with Head of Infrastructure and the founder Directors.
- In partnership with the Head of Infrastructure, and under the management of the founder Directors, ensure the provision of clear and effective reporting and presentation of financial and management information. This information will be utilised for the report to the Board of Trustees and relevant funding and legal entities.

Candidate Specifications and Skills

Specifications Essential

- Experience of leading projects within an organisation focused on the arts.
- Knowledge of the UK visual arts sector.
- Proven commitment to supporting the values and role of contemporary arts practices and their cultural relevance.
- Understanding of, and a commitment to, diversity and access in the workplace and for everyone at SET.
- Proven track record in amicably managing and resolving conflicts in line with policies.
- Ability to lead and advocate in, and on behalf of, the organisation.
- Experience managing a team to achieve objectives.
- Demonstratable success in effective line management, including appraisal, motivation, and performance monitoring.
- Maintain a highly collaborative style, being both willing and able to work in teams as both a lead and supporting team member.
- Budget management experience.
- Excellent written and verbal communication skills
- Time management and priority setting.
- Willingness to work occasional weekends and evenings as required.

SET

Specifications Desirable

- Experience working as a Studios Manager, or equivalent, at an affordable artists' studio provider.
- Experience in providing operational support for emerging creatives, or similar relevant experience.
- Experience championing for emerging artists or/and for affordable artists' support systems.

Skills Essential

- Excellent interpersonal skills, which sees you foster rapport, trust, and influence across teams.
- Able to quickly build an in depth understanding of the charity, including key processes, priorities, and plans.
- Highly skilled in conflict resolution, with the ability to manage competing interests to an amicable and justified resolution.
- Ability to prioritise under pressure.
- Computer literacy, including Microsoft Office/Microsoft 365 and internet-based systems.
- Numerate, able to analyse, control and manage budgets and have some understanding of accountancy systems.
- Comfortable with negotiating a dynamic workload and can take the lead in unpredictable situations.
- Able to balance autonomy and collaboration.
- Ability to carry fresh ideas through from inception to delivery.

Skills Desirable

- Knowledge and experience of running arts centres and workspaces.
- Experience of developing partnerships and funding streams e.g. with commercial art sector, corporate sponsors, trusts + foundations, Higher Education, Local Authorities, Regeneration bodies, UK and international government departments.
- Ability to make effective and inspiring public presentations.
- Experience in representing an organisation in a range of contexts, including public speaking.
- Knowledge of property management including an understanding of building compliance and its delivery.
- Ability to use InDesign, QuickBooks, GoCardless and SharePoint.

Organisation Overview

Founded in 2016, SET is a multifaceted arts and community organisation and registered charity. SET currently has 8 centres across London. In 7 we house affordable artists' workspace: Woolwich, Kensington, Ealing, Lewisham Retail Park, Lewisham High Street, North Greenwich, and Tower Gateway. In 7, Woolwich, Kensington, Ealing, Lewisham Retail Park, Lewisham High Street, Tower Gateway, and Peckham. we have project spaces, which are home to our arts programme. Our aim, as an organisation, is the advancement of the arts as a public benefit.

SET

We do this through creating arts communities, where those who hold studios become Associate Members of SET and help to develop our arts programme, especially through our Members' Programme. Members pay workspace rents for their workspaces – a price which includes studio rent, internet, utilities, access to project space and so forth. Our aim is to be as inclusive as possible with a focus on the community local to each SET Centre. Therefore, we offer some of the most affordable studios in London and at all sites we aim for a minimum of 50% of our membership to either live or work in the local borough. SET's studios are currently home to around 1,000 artists, and we have a former membership of over 1,000. SET's membership is made up artists working in a variety of practices and disciplines from text, performance and installation to music, sound, print, textiles and more.

Our arts programme is divided into: SET Projects & our Members Programme. The programme includes: performances, exhibitions, live music, talks, workshops and screenings, and seeks to provide a platform for new and collaborative projects. With an inclusive ethos always, SET is a community which aims to bridge gaps between disciplines and demographics, creating a platform for collaboration and multidisciplinary experimentation.

Each SET Centre is housed in otherwise vacant property, some temporary and some long term. SET brings disused space back into positive use in the interim period.

SET

SET's Goals

To create communities of artists at SET centres making and presenting work: this means curating an exciting, high-quality and collaborative arts programme, as well as providing good quality, genuinely affordable artists workspace, supporting our Associate Membership to grow.

To expand our meanwhile use provision and to create permanent centres: SET's aim is to continue to provide meanwhile use workspace because it is the best way to provide genuinely affordable workspace now for artists in London. SET also wishes to secure its and artists in London's future in the capital by purchasing freeholds or leaseholds.

To make our programme as brilliant as it can be: SET's programme is very broad and focuses on the Members' Programme, our own curated visual programme, an innovative music programme, a broad cross-disciplinary programme which focuses on literature and community-oriented events and creating social space for people to meet.

To be a place for communities to gather: SET centres are arts centres but through various initiatives, we also endeavour to make the centres places for all parts of the community to meet, be this through workshops, offering space to community groups, having over 50% of our Associate Membership at each site be local residents or running our recent food bank.

Being a voice for the arts: We wish to continue to engage with other organisations to make SET's voice heard and to advocate on behalf of our communities. Working with LAASN and other organisations to represent the interests of our 1,000+ Associate Members.

SET's team currently consists of: 3 founder-directors; a Director of Studios; a Curator & Members Programme Co-Ordinator; an Infrastructure Manager; four Assistant Studios Managers (one of whom manages member's accounts). SET also works with a Buildings Team, an Events Manager and bar team, PR project management, external accountants and HR. SET also has a Board of Trustees (Trustees volunteer for the charity): Robert McLaren (Chair), Amy Brennan, Dr Alex Thomas and Dr Alexandra Bickley Trott.

SET is a member of London's Affordable Artists Studio Network (LAASN):



LAASN



Application Process

To apply, please send to work@setspace.uk:

1. A letter expressing your interest in the position and why you would like to be a Head of Studios at SET specifically (no more than one page of A4). Kindly specify your availability to begin the role in your cover letter.
2. Your CV (no more than two pages of A4).

Closing date for applications is the **26th October**.

Selection Process

Short-listed candidates will initially be interviewed on the **31st of October**.

Successful candidates will be invited for a second interview on the **2nd of November**.

Both interviews will take place at SET's offices at SET Woolwich.

SET Centre CIO (registered charity no 1170903) is an equal opportunities employer and encourages applications from underrepresented groups.

Access

If you need to submit an application a different format, or if you require SET to make any other reasonable adjustments, please contact us on work@setspace.uk.

SET Centre CIO is a registered charity, trading as SET.

Charity Number: 1170903

Registered Offices: SET Woolwich, Beresford Street, London, SE18 6BU

www.setspace.uk

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