SET

APPLICATION PACK FOR ASSISTANT STUDIO AND PROGRAMME MANAGER

Closing date:

Sunday, 29th November 2026

Reg charity no. 1170903



SET Tabernacle & Titchfield Open studios 2025 Image taken by Dominique Croshaw.



SET Woolwich, Open Studios 2024, *HEIST* exhibition. Image taken by Dominique Croshaw.

HOW TO APPLY

Please submit:

1. A **cover letter** explaining your interest in the role and why you'd like to work at SET (no more than one page of A4)
2. Your **CV with two referees** (no more than two pages of A4).
3. The anonymous equal opportunities monitoring form.
4. Please email these documents to **work@setspace.uk**

The closing date for applications is **Sunday 29th November, 23:59pm**. Applications received after this time will not be considered.

Shortlisted candidates will be invited to interview in early - December 2026. If needed, candidates selected for a second stage would be invited to a second interview within the following week.

Please note: References from previous employers will only be contacted after a job offer. If there are valid reasons for this not to be possible, please mention this on your application.

If you need to submit your application in a different format or require any other reasonable adjustments, please contact the same email above.



View of the 3-screen installation The School of Mutants by Stéphane VerletBottéro and Hamedine Kane, SET X Sheffield DocFest, SET Vault in SET Woolwich, January 2022.



Julie Demont performing during Opening Night of *Monique Négligée* at SET 91. Photo by Giorgia Galantino, February 2026.

ABOUT SET

SET is a contemporary arts organisation and registered charity that transforms vacant buildings across London into spaces for eclectic, experimental culture, collective making, and community.

Founded by three artists in 2016, SET has grown into a series of city-wide centres, shaped and sustained by the communities who inhabit them. Everyone who contributes to SET – Associate Studio Members, the team, local artists and residents – is part of what SET is and does.

PUBLIC PROGRAMME

At the heart of SET is a year-round public programme, co-created with our members and the wider public. Here, day and night culture meet through exhibitions, performances, residencies, workshops, talks, film, live music, DJ sets, literature, social projects, and activism.

The programme provides a platform for artists at all stages, particularly those early and mid-career, while championing experimental, underrepresented, and boundary-pushing work.



SET Lewisham, Open Studios 2025, Look At This If You Love Me, exhibition. Image taken by Dominique Croshaw.

STUDIOS AND SPACES

SET offers some of London's most affordable studios, and has supported over 1,000 artists across its centres. Members get access to project spaces and workshop areas, and can take part in the Associate Members' Programme, which helps them develop and present new work.

We support artists across a wide range of disciplines, from performance and installation to music, sound, print, textiles, and more. All income from studios is reinvested into operations and programming, ensuring long-term affordability and stability for artists to sustain their practice.

Alongside studios, some of our centres are multi-purpose, including:

- SET Social, our arts and social members club
- SET 91, our first in-house curated gallery
- SET Ceramics, offering studios with educational courses

These venues host most of our programme, connecting artists and audiences for collaboration and shared experiences.

ADVOCACY

Beyond providing studios and programming, SET also advocates for artists and communities across the city.



SET Ealing Open Studios 2024. Image taken by Dominique Croshaw.

In partnership with cultural organisations and London's Affordable Artists' Studio Network (LAASN), we work to safeguard affordable space and widen access to the arts.

As a registered charity, SET's purpose is the advancement of the arts for public benefit. We do this by supporting grassroots artistic production, nurturing artists' communities, and keeping space for culture open and alive for everyone.

LAASN



Artist and Associate Member, Neequaye Dreph Dsane in their workspace, Open Studios September 2021. Photo by Sophie le Roux.

EQUITY, DIVERSITY AND INCLUSION

With an inclusive ethos always, SET actively encourages applications from all sections of the community, particularly from people whose backgrounds are underrepresented across the arts and charity sectors. This includes people from low-income backgrounds, people from Black, Asian and ethnically diverse backgrounds, and disabled people.

As an employer participating in the government-backed Disability Confident scheme, we are committed to offering an interview to disabled applicants who meet the minimum essential criteria for the role.

We are dedicated to achieving diversity across our staff, board, programmes and audiences, so that our organisation better reflects the society we serve.

We aim to create a working environment that challenges dominant narratives, structures and practices, placing diversity and inclusion at the centre of our charity's work. We strive to be fully inclusive and to proactively counter discrimination.

In line with the Equality Act's provisions on positive action, when known, if two or more candidates are of equal merit after interview, we may select a candidate from a group that is underrepresented within our workforce.



SET Social, May 2024.



SET Social Community Garden.

WHY WORK AT SET

- Flexible or hybrid working when appropriate
- 20 days' holiday + 8 bank holidays + paid Christmas closure
- Free SET Social membership
- Free access to most SET events
- Support for staff creative projects
- Optional discounted studio space after 1 year
- Paid lunch break



SET Studio Prize Winner, Mona Cordes' dance performance at SET's 5th Birthday Party in September 2021. Photo by Sophie le Roux.

JOB ROLE

Job Title: Assistant Studio and Programme Manager
Contract: 1 Year Fixed-Term
Hours: 24 hours per week (3 days per week). Alternating Wednesdays 9.30am-11.30am (from home)
Thursday 11am - 8.30pm
Friday 11am - 9.30pm
Alternating Saturdays 12.30pm - 6.30pm.
Salary: £14.80 per hour (London Living Wage), equal to £28,808 full-time.
Pension: 3% employer contribution.
Probation: 3-month probationary period, after which the contract may be terminated by either party with one month's notice.
Reports to: Curator and Programme Coordinator & Studio Manager - Ellie Dobbs and Josh Moseley
Location: SET Broad Street. When appropriate, there is an obligation for all staff to be at SET Vauxhall, SET's main offices.
Additional: Quarterly line manager meetings and six-monthly project reviews to discuss progress, address issues, seek guidance, and review objectives.



Members of SET Kensington, 2023

JOB ROLE

SET is looking for an Assistant Studios and Programme Manager to work with us at SET Broad street.This would be an ideal role for an individual with experience in the arts and who wants to become an integral part of SET.

SET is looking for a candidate who understands the unique way in which the organisation works, and is committed to the arts, the values and goals of the organisation. We are looking for a new staff member who is motivated, friendly as well as practical and resourceful. Applicants must have good personal skills; have experience in administrative roles and be committed to the arts, affordability and maintaining artists' communities!

The Assistant Studios and Programme Manager role will include but is not limited to: handling the turn-over of studios, studio administration and being the first point of contact for SET Broad street. The Assistant Studios and Programme Manager will work with other SET staff, and the Associate Members who hold studios. There may be extended hours available due to public events and studio administration workload variance.



Mosquito Farm performing at SET Woolwich Open Studios, November 2024.

KEY TASKS AND RESPONSIBILIITIES

Main responsibilities

New Associate Members:

- Respond to requests for studios.
- Organise and conduct studio viewings.
- Assess studio application (via in-formal interview with Associate Member, proxy interview is not appropriate).
- Onboarding of new Associate Members, including collection of information, completion of licence agreements, and inductions.

Associate Members:

- Be the first point of call for all Associate Members.
- Ensure that Associate Member's information is kept up to date including updating the SET Studio Handbook.
- Resolve or elevate (for high-level only) all Associate Member relevant issues (relevant meaning: within SET's charitable aims and abilities).
- Assist in managing internal studio changes.
- Coordinate Associate Members leaving their studio including re-filling, key return & deposit information collation.
- Assist with delivery of SET's Eviction Policy when necessary.
- Assist in upkeep of studio buildings, cleaning, signage and clearance.
- Assist the Curator & Members Programme Coordinator and help manage bookable project spaces.

Filing System & Invoicing:

- Keep clear files of SET activities including letters, licence agreements, complaints against members, terminations etc.
- Update and maintain the SET Database, including all studio door codes and Associate Members contact information.
- Conduct meetings with SET's Account Team to evict or/and establish a payment plan with an Associate Member.

Building Maintenance:

- Raise any maintenance, Health and Safety, or security issues with the appropriate teams
- Assist the Infrastructure Team in the commissioning of external works, as needed
- Assist Facilities with the management of bins and waste collections from site.

KEY TASKS AND RESPONSIBILIITIES

Programme

- Managing the reception desk
- Invigilating and maintaining the security of the gallery space
- Assisting the Curator and Assistant Curator in programming and managing the Associate Members' Programme at SET Broad Street
- Scheduling and maintaining a busy calendar of events
- Maintaining and stocking the gallery cupboard
- Liaising with event organisers and members of the public to ensure the smooth delivery of events
- Liaising with the wider team to arrange drinks receptions, paid events and managing flexible use of the space.
- Researching, devising and organising one event per month for Cultural Mile levy-payers

Community

- Researching and programming community events, workshops, and educational activities. Programming in accordance with SET's ethos.

Conduct:

- Ensure that SET's aims and objectives are always upheld and supported.
- To continually act professionally and efficiently.
- Maintain standard working hours and arrange time in lieu accordingly.
- Ensure that all confidential information is kept confidential, and that data protection is upheld.
- Report misconduct to the appropriate staff – generally this will be to the HR Officer or your line manager.
- For further expected duties please refer to your contract - section 5 Duties.



SET Film Festival 2023 at SET Social Peckham. Image taken by Dominique Croshaw, November 2023.

PERSON SPECIFICATION

Essential skills

- Strong organisational and time management skills, with the ability to manage multiple tasks and priorities.
- Excellent interpersonal and communication skills, both written and verbal.
- Proven ability to support day-to-day operational and administrative processes.
- Experience using office software such as Microsoft Office or Google Workspace.
- Ability to work independently as well as collaboratively within a team.
- A proactive, flexible, and problem-solving approach to work.
- An understanding of, and commitment to, equity, diversity, and inclusion in the workplace..

Desirable skills

- Previous experience in a studio, creative, or production environment.
- Knowledge of health and safety procedures in a studio or similar setting.
- Experience liaising with a range of stakeholders, including artists, or experience working across departments.
- Experience working in grassroots/DIY organisations or working for a charity.
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CONTACT INFORMATION

SOCIAL MEDIA

@setsetsetsetsetset

@set.social.peckham

@set91set

@setceramicset

@set.filmfestival

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WEBSITE

www.setspace.uk

EMAIL

info@setspace.uk [general enquires]

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Performance by Leila Arenou, Ola Hincapié & Kristina May, SET Woolwich Open Studios, photographer Briony Mitchell, May 2023.