

# PRIMARY

## JOB OPPORTUNITY

JOB TITLE: Operations Manager  
DEADLINE FOR APPLICATIONS: Thursday 6 October 2022, 11pm

## ABOUT PRIMARY

Primary is an artist-led contemporary visual arts organisation. We prioritise artistic research, provide studios and residencies to artists, and run a free public programme of exhibitions and events.

Our building provides work-space for over 50 artists from a broad range of contemporary arts practice, workshops including clay, weave, and design, independent galleries, the award-winning Small Food Bakery, and our gardens. We offer studio space within an engaged and outward looking artistic community that supports resident artists to experiment and develop their practice. The public programme encompasses artist commissions both within and outside the building, production residencies, exhibitions, talks and workshops, which explore new ways for local and international audiences to engage with contemporary art.

We are an Arts Council England National Portfolio organisation with an expanded programme supported by the Paul Hamlyn Foundation. We are in the first phase of our capital development funded by Arts Council England, trusts and foundations, and are refurbishing our beautiful building to improve accessibility, environmental sustainability and increase public benefit. These achievements are cementing Primary's growing leadership role in the artist-led sector, and its pivotal position in wider sector development.

## ABOUT THE ROLE

We are seeking to recruit an Operations Manager to make an important contribution to our work, and expand the range and depth of skills within our organisation. This role would suit someone with project management experience and a sound knowledge of all aspects of managing a public building, as well as genuine interest in supporting the development of a contemporary visual arts organisation. This is key role within the Primary staff team, working alongside the Director, Engagement Curator, Artist Development Coordinator / Curator, Programme Assistant, and Marketing Coordinator. They will be expected to take an active role in the decision-making processes of the organisation at regular staff meetings, with a lead on operations, building management and capital development.

This is an exciting moment to join the organisation as it moves into a new phase of development. In the next year, this role will support the successful completion of our first phase of our capital development, but also work with the Director to plan for ambitious further development of the site in the coming years. This provides the space for the Operations Manager to take an active role in shaping the organisation's growth and to develop in the role.

We positively encourage people from the Global Ethnic Majority and those who self-identifies as d/Deaf, disabled or neurodivergent to apply to join our team as they are under-represented within our workforce and in arts jobs nationally. We guarantee to interview any candidate from the Global Ethnic Majority and/or who self-identifies as d/Deaf, disabled or neurodivergent who meets the essential criteria for the role.

Please note that Primary is based in an old Victorian School building. We are currently undergoing capital development works which will make the ground floor of our building more accessible, improvements include a new level-access entrance and installation of an accessible toilet. We support reasonable adjustments and will work with candidates to meet the demands of the role, making adaptations where necessary. If you require information in a different format or have any questions regarding accessibility – in relation to the application process or the role – please contact [admin@weareprimary.org](mailto:admin@weareprimary.org).

DEADLINE FOR APPLICATIONS: Thursday 6 October 2022, 11pm  
INTERVIEW DATE: Monday 17 October 2022

NOTTINGHAM STUDIOS LTD,  
TRADING AS PRIMARY  
33 SEELY ROAD,  
NOTTINGHAM, NG7 1NU

REGISTERED OFFICE  
33 SEELY ROAD  
NOTTINGHAM, NG7 1NU  
CHARITY NO: 1132064  
COMPANY NO: 05933158

[WWW.WEAREPRIMARY.ORG](http://WWW.WEAREPRIMARY.ORG)

# PRIMARY

## JOB DESCRIPTION

JOB TITLE:	Operations Manager
LOCATION:	Primary, Nottingham
ROLE:	The Operations Manager is a key role within the Primary management team. They will be expected to take an active role in the decision-making processes of the organisation at regular staff meetings, with a lead on operations, building management and capital development. They will have a sound knowledge of practical, legal, technical and administrative aspects of managing a public building.
REPORTS TO:	Director
SALARY:	£28,000 (pro rata)
WORKING HOURS:	This contract is for 32 hours per week, normally worked as 4 days between Monday–Friday, 10am–6pm. The post holder will also need to work some hours outside these periods when necessary for the proper fulfilment of the duties described in the Job Description. We can offer flexibility to suit the successful candidate.
HOLIDAYS:	22.5 days per annum (inclusive of statutory bank holidays)
CONTRACT:	Initially a Fixed Term Contract for 2 years from commencement, subject to 6-month probationary period and annual review.

# PRIMARY

## MAIN DUTIES AND RESPONSIBILITIES:

### OPERATIONAL

- Maintain effective systems, site and office management, ensuring that wider staff team are kept updated on matters related to their areas of responsibility.
- As Health & Safety Coordinator, ensure that Primary's health and safety policy is adhered to in relation to the legal compliance of the building
- Ensure that the building complies with all current fire regulations and all equipment is maintained and updated
- Carry out annual fire risk assessment and implement any necessary works
- Support annual updates to Primary's Safeguarding Policy and act as the Safeguarding Senior Officer
- Manage the building budget accommodating large-scale replacement / future maintenance with the Director

### ADMINISTRATION AND FINANCE

- Support the development of income generation including, but not exclusively, studio rentals & hires
- Support the Director with key funders (reporting), including NPO survey, collate and submit finance reports
- Support the Director with key stakeholder events as appropriate
- Coordinate internal communications processes (including staff meetings, development, implementation and evaluation of policies and procedures)
- Coordinate recruitment of staff and procurement of freelance contractors, including advertising, shortlisting and communication
- Manage staff reviews, training and development with the Director and Board representatives
- Prepare papers and take minutes at meetings, including with staff, Board and residents.
- Prepare equal opportunities monitoring across all areas of work
- Ensure orders are placed for all agreed expenditure, including office and building supplies.
- Administer invoices (including studio rental) and maintain financial records through Quickbooks
- Support Director with budgets, managements accounts and other financial reports

### BUILDING MANAGEMENT

- Ensure Primary is a safe and well managed venue for all users
- Provide building tours and review of security procedures for all staff and residents as part of inductions
- Fulfil statutory monitoring, testing and reporting required by law and ensure the efficient management of records
- Liaise with building residents and users and deal with issues arising
- Manage freelance staff undertaking day-to-day building maintenance
- Manage maintenance agreements with contractors to ensure good relations, best value and practice
- Undertake basic emergency maintenance where necessary
- Develop and implement long-term preventative maintenance plan with the Director and Board
- Manage and record best practice in energy efficiency, updating our Environmental Policy
- Be a first point of contact in the event of any emergency

### CAPITAL DEVELOPMENT

- Support Director with completion of first phase of capital development (2022/23)
- Support the Director in the update of the long-term Capital Development Plan
- Coordinate Capital Development Sub-group, ensuring appropriate input from the Director and Board
- Support the Director with fundraising for further stages of capital development (2023-onwards)
- Manage other development projects as they arise to enhance Primary's facilities and offer for users

# PRIMARY

## PERSON SPECIFICATION

Applicants will need to demonstrate:

CRITERIA	Essential / Desirable	Demonstrated through
<b>KNOWLEDGE AND SKILLS</b>		
Knowledge and understanding of H&S legislation	Essential	Application / Interview
Excellent organisational and administration skills	Essential	Application / Interview
Excellent verbal and written communication skills	Essential	Application / Interview
Excellent computer literacy, including knowledge of Quickbooks	Desirable	Application / Interview
Fire Marshal and First Aid training	Desirable	Application
<b>EXPERIENCE</b>		
Experience of construction or maintenance work	Essential	Application / Interview
Experience of venue or facilities management	Essential	Application / Interview
Experience of risk assessments	Essential	Application / Interview
Significant project management experience	Essential	Application / Interview
Experience of managing a budget	Essential	Application / Interview
Relevant experience working in a cultural institution	Desirable	Application
Experience of managing a wide range of activities and the ability to work under pressure, prioritise and meet deadlines	Essential	Application / Interview
<b>PERSONAL ATTRIBUTES</b>		
Strong team working and the ability to act with intelligence and understanding in a small team	Essential	Application / Interview
Understanding of own strengths and weaknesses and commitment to personal learning and development	Essential	Application / Interview
Ability to focus own role on the needs of the organisation, decide priorities and plan how to achieve them effectively	Essential	Application / Interview
Availability to work flexible hours including evenings and weekends as appropriate	Desirable	Application
A problem solver	Essential	Interview