



# NEW ART EXCHANGE

Facilities Manager

May 2024



## About us

New Art Exchange (NAE) is a pioneering creative space in Hyson Green, Nottingham.

We're the UK's largest gallery dedicated to contemporary visual arts from the Global Ethnic Majority. We set out to reshape the contemporary art narrative by championing diversity and inclusivity and by providing a platform for underrepresented voices in the art world.

NAE is not just a gallery – you'll find it a vibrant hub of creativity and culture, actively breaking down barriers to make art accessible and engaging for everyone. We're all about community connection and transforming ideas into opportunities for artistic and cultural expression. Our focus on co-design and collaboration means we nurture citizen leadership by allowing local voices to guide how we do things. We are the first cultural institution in the world to establish a permanent citizen assembly as a key part of our leadership. This is how we ensure continuous community representation and involvement.

Our vision is for talent from the Global Ethnic Majority to be recognised, nurtured, and celebrated. We're here to champion inclusivity and equity in the creative industries.

We're committed to a fair, equitable, inclusive, and equal art world for everyone. We do this through talent development, delivered through our Connect-Create-Cultivate-Transform-Exchange model. This is also supported by a collaborative and inclusive approach through our embedded citizen-led decision-making model.



## Equity, Diversity, Inclusion & Belonging

Through our commitment to informing and promoting the relationship between art and society, NAE strives to make increasingly visible the contribution of diverse voices to this agenda. Our people are at the core of what we do and reflect throughout the organisation.

We particularly welcome applications from underrepresented groups in the creative sector, in particular those from the following: global ethnic majority, disabled, LGBTQIA+ and those facing social barriers to accessing the arts.

We are taking positive action by guaranteeing an interview to any applicant who self-identifies as being from a Global Ethnic Majority background, who are currently underrepresented in our workforce, and has demonstrable experience of facilities management in a venue/building. If you regard yourself as someone who meets these criteria, please state so clearly on your supporting statement.

If you require any support to be able to take part in the interview process, please let us know when you apply, and we will ensure our interview process is accessible for you.



## Role

Contract Type:	Permanent, 0.8FTE - 30 hours per week
Salary:	Up to £25,200 (pro rata of £31,500) 20 days per annum plus bank holidays (pro rata) 4% employer pension contribution
Reporting to:	Executive Director
Responsible for:	Guest Services – Cleaning x 2

## Purpose of the role

The Facilities Manager will be a key member of NAE's operations team, responsible for ensuring our 4-storey building (including gallery spaces, meeting rooms, performance space, workshop, artist studio, cafébar, plant room and technical storage) is fit for purpose.

The operations team covers a wide range of services within NAE and is critical for the smooth running of our organisation. Led by the Executive Director, the team is made up of 15 individuals, across Facilities, Front of House & Welcome Services, Catering, Marketing, Finance and Technical services.

The post holder will work closely with the General Manager and staff across all departments, from curatorial, private hires, café bar and front of house teams, to provide the best possible conditions to ensure our facilities meet the expectations of our clients and audiences.

The Facilities Manager roles requires someone with experience in effective building management, including Planned preventative maintenance (PPM), reactive repairs, testing/inspections, Health & Safety, building security, and waste management.

The post holder will have responsibility for the facilities budget along with line management responsibility for two part-time members of staff.

We are interested in hearing from candidates with a range of experiences across venue operations and building management who are passionate about our citizen-led approach and can bring expertise to this role.

We look forward to hearing from you and to discussing how this role will be a catalyst for growth for both you and NAE.

## Main duties of the role

Oversee planned preventative maintenance (PPM), testing/inspections, and reactive repairs across all building services including but not limited to plumbing, electric wiring, HVAC, lifts, fire alarm, emergency lighting, fire extinguishers and suppression systems, intruder alarm, CCTV, access control, pest control, etc, within budget.

Ensure NAE's building is always well-presented, clean and aesthetically in a good state of repair, ensuring all areas are maintained in a tidy and well organised.

Responsible for the management of the facilities budget, including negotiating the best possible value across utilities, contracts and service level agreements.

Ensure all maintenance and service works take place with agreed SLA's, is delivered on time and to budget and service reports and other filing is well managed.

Responsible for Health and Safety across the building and organisation including health and safety policy, fire strategy, risk assessments covering all areas of the building and specific RAs for each event, safe systems of work, accident/incident reports and compliant filing.

Responsible for building security systems, keys and fobs, alarm monitoring and keyholding services, and alongside the General Manager oversee emergency procedures & act as a fire warden.

Responsible for premises cleaning (including line management of two part-time cleaners) and associated services such as waste management and sanitary collections.

Support the Executive Director to develop and implement an Environmental Policy to ensure that NAE considers the environment within all new and existing suppliers' arrangements. Responsible for carbon footprint reporting.



## Who we are looking for

We are open to applications from individuals with experience from a wide range of sectors and backgrounds, but you must have a good understanding and experience in a facilities and/or operations role.

We encourage applications from individuals at a transitional stage in their career and are looking for their first experience in a management position.

You will be someone who is ambitious to develop your skills within facilities/operational management, the work of NAE and the opportunities this position affords for your own career. You will have the drive to make a difference to the way we operate. Less important is the sector you have gained venue experience in, and whether it was a not-for-profit or commercially focused venue.

We welcome applications from candidates who may have learning and development needs in certain areas of the role and will support that development for the appointed candidate as required.

## Person Specification

### Essential

- Experience of delivering operational building management services
- Hold IOSH Managing Safely or equivalent or demonstrate commitment and ability to achieve within 3-6 months
- Hold First Aid at Work Certificate or demonstrate commitment and ability to achieve within 3-6 months
- Enthusiastic, self-motivated and able to work as part of a team and on own initiative
- Flexible and adaptable to changing demands and new challenges
- Excellent time management skills
- Proven ability to develop positive relationships with stakeholders, partners and members of the public including effective management of compliments and complaints

### Desirable

- Awareness of environmental sustainability
- Experience of working in a culture, arts or heritage venue

## How to apply

Please submit a 2-page covering letter & a CV (of no more than 2 pages) outlining why you are interested in the role and working for NAE and how you feel your experience meets the criteria. Applications should be sent as Word or PDF attachments to [recruits@achates.org.uk](mailto:recruits@achates.org.uk) **by 5pm on Wednesday 19 June 2024.**

As outlined above, if you self-identify as being from a Global Ethnic Majority background and who has demonstrable experience of facilities management in a venue/building, please state so clearly on your supporting statement.

If you would like an informal conversation about this role, Vicki Grace at Achates Recruits, who are supporting us in the recruitment of this role would be pleased to speak to you. Please contact Vicki on [vicki@achates.org.uk](mailto:vicki@achates.org.uk) to arrange a suitable time to speak. These conversations will not form part of our selection process.

**Closing date for applications 5pm Wednesday 19 June 2024.**

Interviews

Interviews will take place in person at NAE during w/c 1 July. Interview panel will be confirmed to selected applicants.

There will also be opportunity to tour our venue and meet other members of the staff team.

If you require any of this information in an alternative format (e.g. Microsoft Word) please email [vicki@achates.org.uk](mailto:vicki@achates.org.uk)