

JOB PROFILE

VACANCY SUMMARY

Studio Wayne McGregor is the creative engine for choreographer and director Wayne McGregor CBE, and the home of his life-long enquiry into thinking through and with the body. It is a nexus of partners who explore movement, artistry, thought and partnership. With Wayne at its centre, this collaborative network encompasses dancers, writers, composers, producers, software engineers, visual artists, scientists and more.

In March 2017 Studio Wayne McGregor moved into a new state of the art building housed in Here East on Queen Elizabeth Olympic Park. Part of a new technological and creative community re-imagining the cultural landscape of east London, it comprises three extraordinary studio spaces, hosting all of McGregor’s creative work and collaborations alongside artist development and creative learning programmes based on the trading of space, time and skills.

We are seeking Studio Team Members to be responsible for the smooth running of events at the Studio.

- Job Title: Studio Team Member
- Responsible to: Studio Manager
- Remuneration: £10.20 per hour
- Hours: This position includes shift work with times that may vary. Standard shift times are:  
Monday – Friday: 8.30am – 11.30am, 4.30pm – 9.30pm  
Saturday & Sunday: 9.45am-6:30pm
- Based at: Studio Wayne McGregor, Broadcast Centre, Here East, Queen Elizabeth Olympic Park, London E15 2GW
- To apply: Please send CV (including 2 referees) and cover letter outlining how your skills and experience match the person specification with a completed Equal Opportunities Monitoring form by email to:  
[recruitment@waynemcgregor.com](mailto:recruitment@waynemcgregor.com)
- Closing date: Applications will be considered on a rolling basis
- Interviews: Will be arranged on an individual basis

*Studio Wayne McGregor is an equal opportunities employer*



## JOB DESCRIPTION

**Responsible to:** Studio Manager

## KEY RESPONSIBILITIES

- Open and close the building, as a key-holder, in line with agreed security procedures.
- Monitor all areas of the building to ensure that studios and open space are safe, accessible, clean and tidy at all times.
- Greet all users of the premises, coordinating any access requirements and maintaining excellent standards of customer service at all times.
- Maintain awareness of occupancy and activities within the building at all times, acting as the designated Fire Warden and First Aider when on shift (training available).
- Manage incoming and outgoing deliveries for the organisation and external companies.
- Assist with preparing and filing of rental paperwork.
- Monitor the levels of stationery/building supplies and prepare orders as required.
- Setup/breakdown of hires and events, including furniture and catering.
- Enter all visitors to Studio Wayne McGregor into visitor security system.
- Create lanyards and issue fobs to all visitors.
- Uphold and adhere to current company policies and procedures including:
  - Health and Safety
  - Safeguarding and Child Protection
  - Equality and Diversity
  - Environmental
  - Data Protection
  - Social Media
- Maintain a good knowledge of all Studio Wayne McGregor activities.
- General housekeeping duties.
- Assist office team with ad hoc admin tasks.
- Undertake any other tasks that are reasonably requested.

**Studio Wayne McGregor anticipates that all team members:**

- Act as an ambassador for Studio Wayne McGregor by sharing the enthusiasm and passion it represents.
- Take professional pride in how you and Studio Wayne McGregor looks.
- Be warm, welcoming and approachable.
- Look for ways to improve and actively feedback constructive ideas.
- Support your colleagues at all times and be prepared to take on any other reasonable duty, as required to ensure the studio always performs at its best.
- Pre-empt what our staff, visiting artists and renters need and provide an informed and tailored level of information and support, always aiming to exceed expectations.
- Look to find a solution to a problem and focus on the best outcome for studio staff, the visiting artist or customer.
- Uphold and champion Studio Wayne McGregor's Equal Opportunities, Access and Diversity, Social Media and Environmental Sustainability policies.

**PERSON SPECIFICATION****Essential**

- Excellent written and spoken English
- Excellent customer service skills
- Excellent IT skills and familiarity with MS Office
- Excellent time management skills
- Organised, neat and tidy, with a high level of attention to detail
- Able to work calmly under pressure
- Experience of working on own initiative
- Ability to independently problem solve, quickly and efficiently
- Willingness to undertake training to develop skills
- This role will involve lifting of objects such as ballet barres, chairs and tables. The successful candidate must be comfortable lifting furniture alone or with assistance where required

**Desirable:**

- First aid and/or Fire Marshall training
- Enthusiastic about contemporary arts particularly interested in dance and choreography
- Experience of working in reception or similar customer service environment

**REVIEW ARRANGEMENTS**

Studio Wayne McGregor is in a period of exciting change. This will have an impact on the job information for all positions within the organization, and as such this job description cannot be all encompassing. Elements of the post may change, though the general character of the job and level of duties and responsibilities will remain. This information will be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.