



ROGREGOR
ENYMCWAYNE

Studio Assistant

Job Profile, March 25



Who we are looking for

Studio Wayne McGregor is looking for bright and energetic individuals to join the Studio Team. The right candidate will enjoy customer service, have fantastic admin skills and be passionate about overseeing the day to day running of our state-of-the-art Studios.

About us

We are creative, curious and ambitious with equality, sharing, diversity, generosity and collaboration at our centre. We aspire to be a place where a diverse mix of talented people want to come and do their best work. We strive to build an inclusive culture that encourages, supports, and celebrates the individual voices of our team and reflects the communities we work with. We welcome applicants from underrepresented groups – you do not need previous experience of being a Studio Team Assistant.

Job title:	Studio Assistant
Main objectives:	To support the running of our multi-disciplinary arts venue, assist the Studio Team with hires and act as the main point of contact for visitors coming into the Studio, ensuring a smooth and pleasant experience while at SWM
Responsible to:	Studio Coordinator
Responsible for:	N/a
Key working relationships:	Studio Coordinator, Hires and Operations Manager, other Studio Team Assistants

Main objectives:

- Work with the Studio Coordinator & Hires and Operations Manager to ensure all scheduling is up to date, the spaces are tidy and functioning
- Responding to incoming emails and queries, delegating as appropriate
- To act as a welcoming face to visitors and guests, and ensuring a smooth and pleasant experience while at Studio Wayne McGregor
- To assist with answering rental enquiries and all corresponding paperwork
- To make sure the Studio is always maintained to the highest standards
- Stay in close communication with the Studio Coordinator

KEY RESPONSIBILITIES

Studio

- Open and close the building, as a key-holder, in line with agreed security procedures
- Monitor a safe and secure working environment across all aspects of the building
- Monitor and report any operational building issues
- Stay on top of building and equipment inventories, ensuring storage is optimized
- Support the Studio Coordinator & Hires and Operations manager with management of building maintenance





- To make sure office consumables; First Aid kits, groceries, stationary supplies are checked frequently and replenished as needed
- Work closely with Studio Coordinator to assist with the day-to-day running of the studio and support the rest of the Studio Wayne McGregor team as needed
- Act as the designated Fire Warden and First Aider when on shift (training available)
- Assisting with office systems such as telephones, printers, post, deliveries

Hires

- Act as a first port of call for initial hire enquiries, responding to emails, working with the Studio Coordinator & Hires and Operations Manager to support with enquiries and
- Where needed, arrange any extra cleaning, manage additional guests to the space, and deliveries
- Greet all users of the premises, coordinating any access requirements, always maintaining excellent standards of customer service
- Ensure that all the preparation around each hire you will support on has been properly produced, including all the appropriate paperwork
- Ensure hirers have received appropriate arrival information and that the Studio and the Here East Reception are prepared for their arrival
- Conduct health & safety induction for each hirer to ensure users are using the space in a safe manner and are properly prepared for any emergencies that may arise
- Maintain awareness of the usage and activities within the building at all times

Studio Wayne McGregor Activity

- Assist with all internal bookings and events on our CRM system
- Collate and distribute the weekly FreeSpace newsletter
- Schedule FreeSpace artists use of Studio space, sending out appropriate paperwork and booking artists in with Here East
- Ensuring concise handover of information and any unfinished duties to the next Studio Assistant on shift
- Maintain a good knowledge of all Studio Wayne McGregor activities and wider company activities
- Work with the Studio Coordinator to assist with company events such as birthdays, parties and screenings

Person specification

Essential

- Excellent communication and customer service skills
- Resourceful and able to solve problems, in a swift and decisive manner
- Excellent IT skills and familiarity with MS Office. Ability to learn new software
- Excellent time management skills
- Organised, neat and tidy, with a high level of attention to detail
- Able to work calmly under pressure
- Ability to work independently and as part of the wider team
- Willingness to undertake training to develop skills
- This role will involve lifting objects such as ballet barres, chairs and tables and the postholder must be comfortable lifting furniture alone or with assistance where required





Desired

- First aid and/or Fire Marshall training
- Interest in contemporary arts / performance
- Experience of working in reception or similar customer service environment
- Interest in a career in arts management and/or building operations
- Based in the local area - Newham, Tower Hamlets, Hackney and Waltham Forest





TERMS

Hours: This is a zero-hours contract. Shift patterns are 9.30am - 6.30pm, with a minimum of one weekend day. Some evening work will be required.

Office Base

Studio Wayne McGregor
Broadcast Centre, Here East
10 East Bay Lane
Queen Elizabeth Olympic Park
London, E15 2GW

Salary: £13.85 per hour (London Living Wage which is reviewed annually).

Holidays: Holiday is rolled up and paid monthly based on earnings in that month. This will appear on your payslip as 12% (equivalent to 28 days per year) on hours worked.

Benefits

- Company culture that promotes good work/life balance.
- Access to rehearsal of Company Wayne McGregor works.
- Access to events hosted by Here East
- Staff networks including Environmental and Inclusion Working Groups
- Staff social events

HOW TO APPLY

Closing date: 31st March 10am

Complete the application form on our website: <https://waynemcgregor.com/about/auditions-jobs/>

We want you to complete your application in a way that is comfortable for you. If you would like to complete your application via audio or video, answering the questions in the application form, please email this to recruitment@waynemcgregor.com

Elements of the post may change and develop, 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.

Interviews: In person at the Studio





STUDIO WAYNE MCGREGOR

Studio Wayne McGregor is the creative engine for choreographer and director Wayne McGregor CBE, and the home of his life-long choreographic enquiry into thinking through and with the body. It describes the dynamic team of individuals and resources that support his vision, and comprises dance artists, writers, composers, filmmakers, visual artists, scientists, designers, architects, stage technicians, software engineers, administrators and producers who form his collaborative network.

Our inspiring arts space, based at Here East in the Queen Elizabeth Park, is part of a new technological and creative community re-imagining the cultural landscape of east London. It comprises of three extraordinary studio spaces and hosts all of McGregor's creative work and collaborations, as well as artist development and creative learning programmes.

The people that comprise Studio Wayne McGregor are creative, curious and ambitious, with collaboration, inclusion, diversity, sharing and generosity at our centre. We aspire to be a place where diverse and talented people want to come and do their best work, and we strive to build an inclusive culture that celebrates the individual voices of our team and reflects the communities we work with.

VALUES

We value **people**: as colleagues, collaborators, creatives and individuals.

We value **diversity**: in our teams, in our communities, in our artistic collaborations and in our creative vision.

We value **dynamism**: in our approach and in the pursuit of our creative ambition.

We value **change**: in the way in which we learn and grow, and the way in which we catalyse and build.

We value **innovation**: in our artistic vision, in our creative work, and in our working practices.

