



ROGREGOR  
ENYAWAYNE

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Studio Coordinator

Job Profile, Oct 24



# Studio Coordinator

## Who we are looking for

We are looking for an individual who is proactive, highly organised and efficient, to support with the smooth running of our state-of-the-art dance Studio. Typical duties include coordinating all aspects of the studio including space management, scheduling, welcoming people to the Studio and managing hires enquiries. Within a tight-knit team, the Studio Coordinator role provides an exciting opportunity for someone who enjoys wearing many hats, is a great communicator and can make the role their own.

## 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 - if this is a transition to a more senior role, we will support you.

<b>Job Title:</b>	Studio Coordinator
<b>Responsible to:</b>	Hires and Studio Operations Manager
<b>Responsible for:</b>	Studio Team
<b>Key working relationships:</b>	Hires and Operations Manager, Studio Team, Technical Director, Director of Finance and Administration

## Main Objectives:

- To assist the Hires and Studio Operations Manager with the smooth and effective day-to-day running of Studio Wayne McGregor, including assistance with rentals
- To assist the Hires and Studio Operations Manager with overall building management, including building maintenance
- To act as head of the Studio team and manage a team of Studio Assistants
- To assist the Director of Finance and Administration with operational tasks.

## KEY RESPONSIBILITIES

### Building Management

- As a key holder, open and close the building in line with agreed schedules and security procedures.
- When opening the building, ensure all studio spaces are tidy, organized, and well maintained to the highest standard, in line with SWM branding.
- Oversee issuing of keys, fobs & Here East passes to all staff
- Manage and oversee the studio kitchen and ordering provisions
- Manage and maintain office stationery supplies and provide Wi-Fi and Printer support as needed

### Studio Hires

- Be the first point of call for all visitors to the Studio, receiving them in a welcoming manner,





and modeling fantastic customer service.

- Be the first point of call for all incoming phone enquiries, managing phones and voicemail, and assisting with all external queries; diverting to the correct department where appropriate.
- Support the H&SO Manager with the day-to-day preparation and execution of Studio hires, including collaborating on staffing.
- Monitor and manage a robust system to administrate Studio Hires, including keeping CRM up to date and obtaining feedback from hires.
- Ensure Studio Team email accounts are monitored and well managed, including overseeing hire enquiries and either responding directly, or diverting to H&SO Manager.
- Ensure operational calendars are up to date, and all staff are aware of any time sensitive changes.
- Assist the H&SO Manager to ensure that all Locations and Hires listing sites are up to date
- Manage emailing lists of repeat customers, and assist with content and creation of monthly newsletters sent to targeted groups
- Help to raise the profile of the customers and users of the Studio, contributing to both Social Media and Website content.
- Contribute to generating ideas for new uses and purposes for spaces inside the Studio, helping to ensure the Studio always feels energised.

### **Studio Team Personnel**

- Oversee day-to-day management of the Studio Team. Ensure adequate staffing for effective building operation for events and hires within an agreed budget, including out-of-hours access.
- Oversee the gathering of availability of the Studio Team personnel, managing the wages budget, all rotas, staffing and time sheets including monthly sign off.
- Monitor the performance of the Studio Team, ensuring that the high standards of Studio Wayne McGregor are reflected in the teams' delivery
- In collaboration with the admin team, head up all Studio Team recruitment and oversee the training of new starters and ensuring the full Studio Team is delivering consistently
- Delegate tasks to the Studio Team appropriately, on behalf of other departments

### **Studio Operations**

- Assist the H&O Manager to maintain the building to the highest possible standard and ensure the building infrastructure, fabric and equipment are robustly protected and cared for
- Monitor cleaning on a day-to-day basis and feedback to H&O Manager
- Assist the H&O Manager with external contractors to carry out planned maintenance and repairs.
- Assist with statutory inspections and day-to-day management of Fire and Risk.
- Act as a qualified Fire Warden; and assist H&O to oversee training for the SWM team
- Maintain 'Emergency First Aid at Work' qualification to act as designated First Aider when needed and assist with training needs elsewhere in the team
- In conjunction with the admin team manage annual DSE training & workplace assessments for all staff.
- Act as a point of contact with Here East, holding relationships and providing day-to-day contact with Here East campus teams to ensure the smooth running of the building
- Issue passes for parking and security access to the building
- Act as a bridge between SWM and Here East, forwarding events and opportunities to the SWM team





### Administration

- In collaboration with the F&A Director, to deliver all recruitment including creating materials, equal opportunities forms, advertising, setting up interviews and assisting with feedback.
- Assist with online DBS checks system and process to ensure relevant team members/ freelancers are DBS checked
- To assist the Director of Finance and Administration with collating and analysing data for Arts Council England annual submission
- To support with IT management – internal support, liaison with Ohso, SharePoint, manage SharePoint back end, contribute to fraud and security policies, calendars, overseeing the Ohso annual audit
- Be the main point of contact for all devices and keep an updated inventory of hardware
- To assist with the post in the SWM office or delegate to the Studio Team

## Person specification

### Essential

- A hardworking, personable, and unflappable nature
- Excellent administrative skills
- A self-starter, with the ability to take the initiative and work independently, collaboratively, and autonomously.

### Desired

An understanding of Studio Wayne McGregor and a passion for dance. Knowledge of and interest in the work and projects run by Studio Wayne McGregor.





## TERMS

**Hours:** 40 hours per week (normally 9:30-5:30 but this could shift depending on the weekly hires schedule) with a one-hour unpaid lunch break across Monday to Friday. Some evening and weekend work may be required. SWM operates a Time Off In Lieu (TOIL) system. As a Studio position this role is based on site.

### Office Base

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

**Salary:** £25,000 - £30,000 per annum dependant on experience.

**Holidays:** 25 days plus bank holidays, pro rata per annum.

### Benefits

- Flexible working and a company culture that promotes good work/life balance.
- Additional leave for length of service
- Training budget for every member of staff
- Tickets to London stage rehearsals of Company Wayne McGregor works.
- Access to events hosted by Here East
- Additional time off around the festive period.
- Staff networks including Environmental and Inclusion Working Groups
- Staff social events
- SWM offers a designated stakeholder pension scheme.

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.

## HOW TO APPLY

**Closing date:** Monday 2nd December 2024 9am

Complete the application form date and equal opportunities form on our website here:

Application Form - [Click here to access the Application Form](#)

Equal Opportunities Form - [Click here to access the Equal Opportunities Form](#)

We want you to complete the application form in a way that is comfortable for you, the application form contains fields for you to link us to your video or audio file.

**Interviews:** In person at the Studio and via Teams where appropriate. Travel from outside of London will be reimbursed.





## 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.

