



ROGREGOR  
ENYAWAYNE

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Studio Team Job Profile



## WHO WE ARE

Studio Wayne McGregor is the creative engine for choreographer and director Wayne McGregor, 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 supports his vision, and comprises dance artists, writers, composers, film-makers, visual artists, scientists, designers, architects, stage technicians, software engineers, administrators and producers who form his collaborative network.

In 2017 we opened an inspiring new arts space at Here East in Queen Elizabeth 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 creative, curious and ambitious, with collaboration, inclusion, diversity, sharing and generosity 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.

## WHO WE ARE LOOKING FOR

We are seeking Studio Team Members to be responsible for the smooth running of activity at the Studio. This is a fantastic opportunity for someone interested in pursuing a career in arts management, but who has little arts experience, to join a busy, thriving arts environment.

## THE OPPORTUNITY

In March 2017 Studio Wayne McGregor opened a new state-of-the-art studio housed in Here East in Queen Elizabeth Olympic Park and, over the past 5 years, has created a thriving arts environment. We are currently looking to expand our Studio Team – the critical group of friendly individuals who support each and every person or group who hires out space at Studio Wayne McGregor.

## DETAILS OF THE ROLE

**Job Title:** Studio Team

**Responsible to:** Studio Manager + Studio Operations Coordinator

**Hours:** Varied and in response to the needs of the renters. 16 hours minimum per week and you will be added to PAYE.

**Based at:** Studio Wayne McGregor, Here East, Queen Elizabeth Olympic Park

## HOW TO APPLY

Please complete this [APPLICATION FORM](#) on the Studio Wayne McGregor website:

<https://waynemcgregor.com/about/auditions-jobs>

The application form is also followed by an anonymous equal opportunities form.

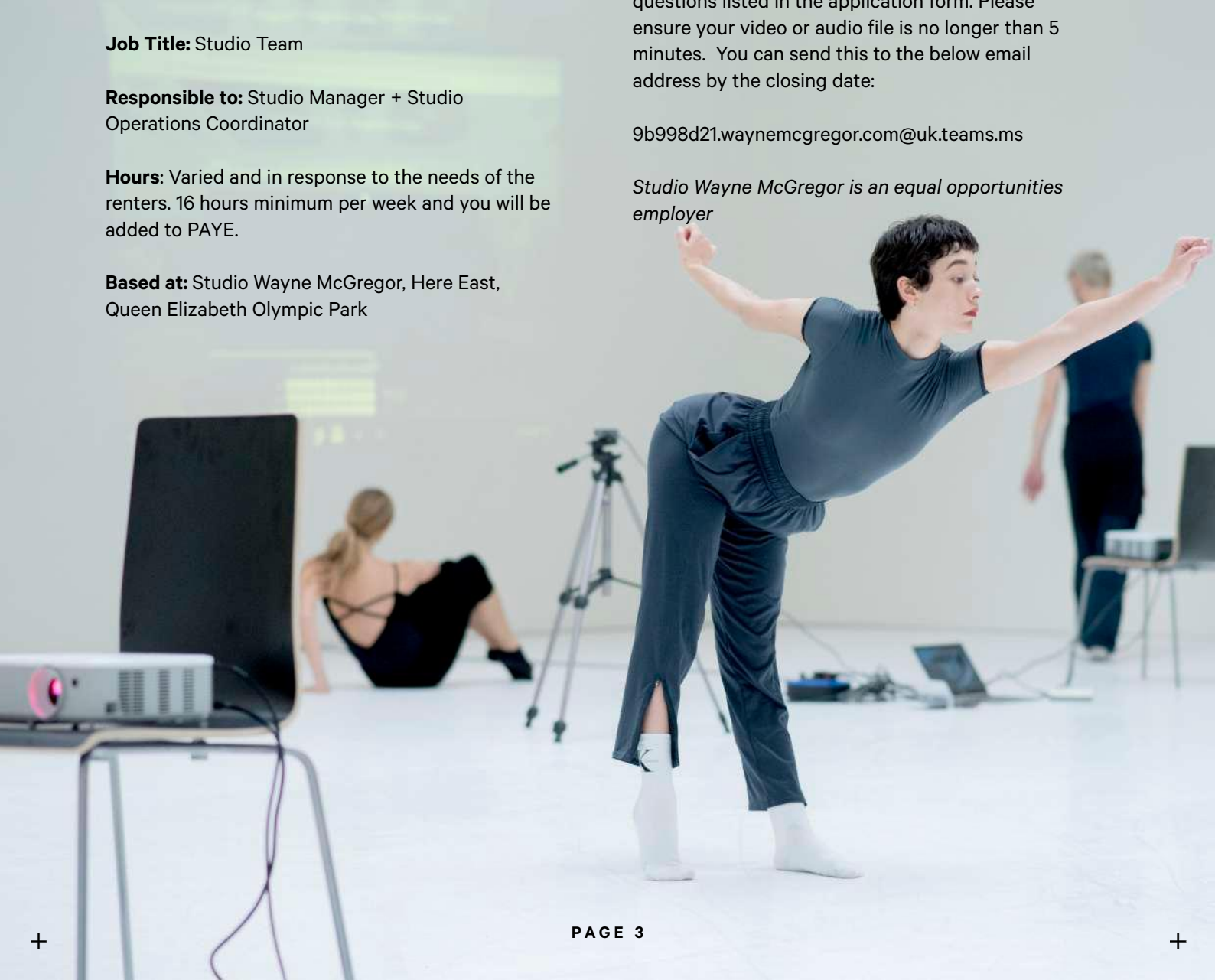
**Closing Date:** 11th June. As we are looking for several team members, applications will be reviewed as they are received and applicants may be contacted before this date

**Interviews:** Interview dates will be sent to successful applicants once applications have been reviewed

**Applications:** We want you to complete your application in a way that is comfortable for you. We will accept video and audio files that answer the questions listed in the application form. Please ensure your video or audio file is no longer than 5 minutes. You can send this to the below email address by the closing date:

9b998d21.waynemcgregor.com@uk.teams.ms

*Studio Wayne McGregor is an equal opportunities employer*





## JOB DESCRIPTION

**Job title:** Studio Team

**Main Objectives:** We are seeking Studio Team Members to be responsible for the smooth running of activity at the Studio. This is a fantastic opportunity for someone interested in working in the arts who would like to pursue a career in arts management but who has little arts experience to become involved in a busy thriving arts environment.

**Responsible to:** Studio Manager + Studio Operations Coordinator

**Line Manager:** Studio Manager

### STUDIO

- Open and close the building, as a key-holder, in line with agreed security procedures.
- Constantly monitor the tidy, safe, healthy and secure working environment of all spaces in the building
- Constantly monitor and report any operational building issues.
- General housekeeping duties – especially concerning the Studio’s COVID-19 cleaning measures
- First Aid kits supplies are checked daily and replenished as needed
- 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)
- Maintain a good knowledge of all Studio Wayne McGregor activities

### RENTALS

- Manage initial hire enquiries to the Studio
- Act as first point of contact for studio hirers, building a relationship with them before the first day of the hire
- Greet all users of the premises, coordinating any access requirements and maintaining excellent standards of customer service at all times
- Ensure that all the preparation around each hire you have been assigned has been properly produced, including all the appropriate paperwork, so that from the first moment of the SWM experience everything is straight forward and simple. This includes making sure renters have received appropriate arrival information, all paperwork is signed, invoices have been paid, and that the Studio and the Here East Reception is prepared for their arrival
- Conduct health & safety induction of each hirer to ensure the rental experience is smooth, efficient, and safe
- Maintain awareness of occupancy and activities within the building at all times.
- Assist with management of all arrangements for each hire under your responsibility, including arranging any extra cleaning, managing additional guests to the space, and deliveries
- Assist with collection of written and video testimonials from renters - quantitative and qualitative evaluations

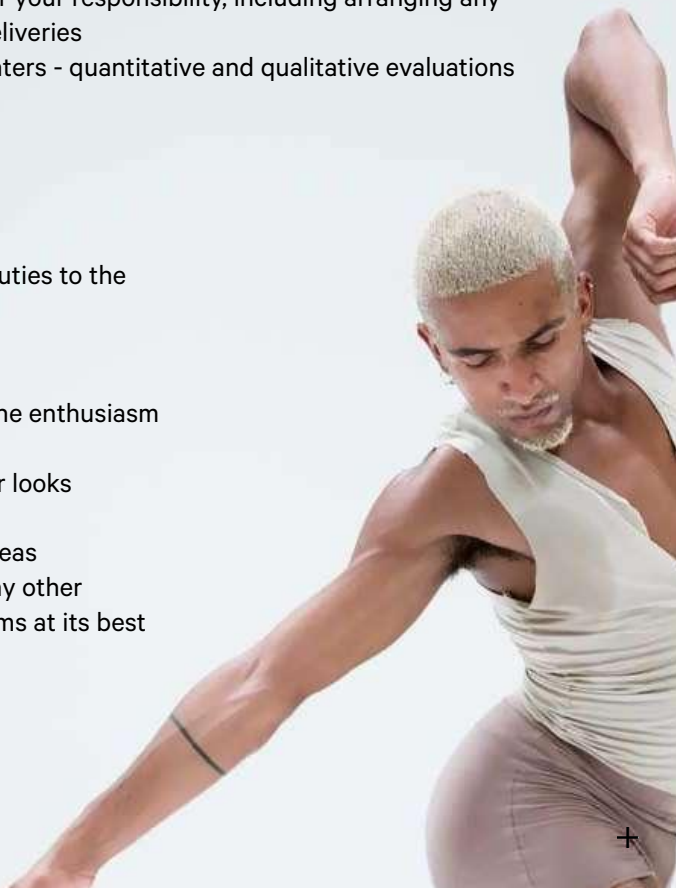
### STUDIO WAYNE MCGREGOR ACTIVITY

- Assist with all internal bookings and events
- Collate and distribute the weekly FreeSpace newsletter
- Schedule FreeSpace artists use of Studio space
- Ensuring concise handover of information and any unfinished duties to the next Studio Team member on shift

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 - be prepared to take on any other reasonable duty, as required to ensure the studio always performs at its best

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Studio Wayne McGregor anticipates that all team members

- Pre-empt what our staff, and when in Studio Wayne McGregor, visiting artists and renters need and provide an informed and tailored level of information and support, always aiming to exceed expectations
- Look to find solutions to problems and focus on the best outcome for Studio staff and visitors
- 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
- Ability to take responsibility and make decisions
- 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
- Interest in contemporary arts / performance
- This role will involve lifting of objects such as ballet barres, chairs and table comfortable lifting furniture alone or with assistance where required

### DESIRABLE

- First aid and/or Fire Marshall training
- 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 Waltham Forest

