



ROYAL MC GREGOR
WAYNE

STUDIO
OPERATIONS
MANAGER

Job Profile, September 2023

ENYAMcGREGOR
WAYNE

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





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.





JOB DESCRIPTION

Job Title: Studio Operations Manager

Responsible to: Executive Director

Responsible for: Studio Team

Key working

relationships: Executive Director, Events and Hires Manager, Studio Team, Director of Finance and Administration, Administrator.

Main Objectives:

- To ensure the smooth and effective day to day running of Studio Wayne McGregor, including management of the Studio Team
- To oversee all operational activity of the building including health and safety compliance
- To manage all building maintenance and ensure presentation of the spaces are maintained to a high standard.

PERSON SPECIFICATION

Essential

- Experience of studio, venue or building management with an operational focus
- Experience of maintenance and facility management
- An eye for detail and high standards of presentation
- Excellent financial literacy and proven experience of managing budgets.
- A reliable, hardworking, personable, and unflappable nature
- Excellent people skills and an ability to hold relationships with internal and external partners.
- A self-starter, with the ability to take the initiative and work independently, collaboratively, and autonomously.

Desirable

- An understanding of Studio Wayne McGregor and a passion for dance.
- Experience of leading a team





STUDIO OPERATIONS MANAGER

Studio Wayne McGregor are looking for a Studio Operations Manager to join the team, overseeing all operational activity of our world class dance Studio. The right candidate will be a bright, enthusiastic and communicative person, with a positive attitude and a passion for building management. The position encompasses a variety of responsibilities, with opportunities to develop managerial skills and grow operational expertise.

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.

KEY RESPONSIBILITIES:

Building Management

- Ensure that the building is maintained to the highest possible standards at all times and that the building infrastructure, fabric and equipment are robustly protected and cared for
- Ensure all studio spaces are tidy, organised and well maintained to the highest standard, in line with SWM branding
- Manage Studio Health & Safety Policy and ensure compliance with all health & safety, licensing and fire regulations within the building at all times holding - monthly meetings with Jaguar.
- Responsible for the management and maintenance of security and access controls – ensure all team members have their own login
- Maintain a key log for the building and inventory
- Manage all external contractors carrying out reactive and planned maintenance of all assets
- Responsible for all statutory inspections and licenses and ensure they are kept up to date - action: spreadsheet to be made
- Management of the Housekeeping contract, ensuring quality of service provision, value for money, and re-tendering as appropriate
- Manage and update Fire risk assessment & Office Risk assessment and oversee day-to-day management of Fire and Building risk assessment.
- Act as designated Fire Warden, keep up with training and oversee training for the SWM team
- Maintain 'Emergency First Aid at Work' qualification to act as designated First Aider when needed and oversee training needs elsewhere in the team
- In conjunction with the Administrator, overseeing all internal office systems such as phones, voicemail, IT, Manage DSE training & workplace assessments for all staff
- Ensuring the building follows the environmental policies set out by the Environmental Working Group



Studio Activity

- Manage the scheduling of activity at Studio Wayne McGregor – Wayne McGregor, Company Wayne McGregor, FreeSpace and any future programming
- Supporting the E&H Manager with Events and execution of hires, collaborate on staffing
- Oversee a safe, healthy, and secure working environment throughout the building
- ensure any operational and housekeeping tasks are carried out as planned and to a high standard
- Provide out of hours management support if/when required
- Be the face of the Studio, assist with any enquires and divert rental enquiries to the E&H Manager
- Leading on all Studio related policy and ensuring it contributes to a healthy studio environment
- Representing the studio at events and hosting VIP tours and activities
- Cultivating, maintaining and building new stakeholder relationships, acting as an ambassador to the studio - local council, local community, Here East campus, Hackney Wick CIG
- Work with E&H Manager to create, implement & continually adjust a strategic plan for the Studio
- Continuously striving for new purposes for spaces, generating new ideas for new uses and ensuring the Studio always feels energised

Studio Team Personnel

- Overseeing training new starter inductions, gather availability, manage all rotas and time sheets including monthly sign off.
- Implement robust organisational systems to make these processes efficient and error free.
- Overseeing all pastoral care and professional development for the Studio Team
- In collaboration with the admin team, head up all Studio Team recruitment.
- Oversee day to day management of building by Studio Assistants
- Manage adequate staffing for effective building operation within a budget, including out of hours access.
- Collaborate with E&H Manager to ensure adequate staffing for events and hires.
- Holding monthly/weekly check ins with Studio Team members
- Delegating tasks to the Studio Team appropriately, on behalf on other departments
- Approve Studio Team holidays, record sickness, manage lateness and performance reviews.
- Model appropriate behaviours, monitor performances and ensure standards are met.
- Ensure Studio team email accounts are organised and well managed



Here East

- Act as the main point of contact with Here East, maintaining key relationships and providing day-to-day contact with Here East Complex teams to ensure the smooth running of the building; Jaguar, JCP and Security
- Utilities – signing off invoices, checking meterage/back up statements, keeping up to date with Here East's main electricity supplier contract
- Issuing passes for parking and security access to the building
- Oversee issuing of keys, fobs & ID's to staff
- Act as a bridge between SWM and Here East, forwarding events and opportunities to the SWM team

Finance

- Overseeing the Operations budget, holding reconciliation meetings with the Finance Manager
- Managing lines such as Utilities, Ad Hoc Maintenance costs, decorating
- Managing best value for money from suppliers and re-tendering as appropriate
- Processing invoices and following SWM finance procedures
- Regular liaison with E&H Manager to ensure targets are being met

Other

- Be an active member of the Environmental Working Group, direct the rotating chair and feed in resources and ensure completion of Julie's bicycle reporting
- Support best practice and culture around management development and support annual appraisals
- Contribute to ACE reporting for quarterly board meeting around investment principals and audience data





TERMS

Hours: This is a building based role of 5 days per week 10am – 6pm across Monday to Friday but some evening and weekend work may be required. SWM operates a Time Off In Lieu (TOIL) system. We are open to conversations on this as a 4 day per week role for the right candidate.

Based at:

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

Contract: Permanent

Salary: £27,000 - £33,000 per annum dependant on experience.

Holidays: 28 days including 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 premiers of Company Wayne McGregor works.
- Access to events hosted by Here East
- Festive day – additional time off around Christmas
- Staff networks including Environmental and Inclusion Working Groups
- Staff social events
- SWM offers a designated stakeholder pension scheme.

HOW TO APPLY

Applications: 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: 4c96fdcf.waynemcgregor.com@uk.teams.ms

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.

Closing Date: 10am Monday 9th October 2023

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

Start date: ASAP

