



# Operations Manager **Application**

Soul City Arts | **Serious about change**

[www.soulcityarts.com](http://www.soulcityarts.com)



# Operations Manager Application

- Role:** Operations Manager
- Base:** Birmingham office with some remote working in Birmingham\*
- Reporting to:** Artistic Director
- Contact Type:** Full time, permanent contract of employment
- Salary:** £30,000 gross per annum (based on full time working)
- Timescales:** To commence from September 2024 (or sooner if available),

\* This role requires the individual to be based in Birmingham (or within easy commuting distance from Birmingham) in order to be able to support the needs of our base in Sparkbrook.

## Operations Manager Application

### Place of work

This role will be based at Port Hope in Sparkbrook, Birmingham. Soul City Arts embraces hybrid working policy by agreement with your line manager. As an operational venue there is an expectation for all roles to have a strong presence within the venue regularly.

The post-holder will report to the Artistic Director. There are currently no direct line management responsibilities in this role. This role will work with the Executive Director as well as the Senior producer and Studio Assistant roles.



Exhibition space at our Port Hope warehouse space

# About Soul City Arts

Soul City Arts (SCA) is an arts organisation committed to developing creative programmes with a vision of 'connecting communities and transforming society through creativity'. The organisation is founded and led by artist and curator Mohammed Ali MBE, who has built a strong team over the past two decades. We create events and programmes that explore commonalities and shared narratives of people across all faiths and those of differing perspectives. We seek to build hope, pride and confidence within communities enabling them to celebrate themselves and their narratives. We like to help tell the stories of everyday people in extraordinary form.

Soul City Arts is based at a former industrial warehouse in Sparkbrook, Birmingham, which we have named 'Port Hope'. We have transformed the space into a creative oasis in the middle of inner-city Birmingham. Whilst we have delivered programmes across the UK and around the globe, we are proud to be embedded in the community and remain committed to delivering locally. Following our recent success in becoming an Arts Council England National Portfolio Organisation, this is the perfect time to join the team as we continue to build our team, offer, and reach.



## The Role

Soul City Arts seeks to employ an experienced Operations Manager, reporting to the Artistic Director. As Operations Manager you will be responsible for defining, shaping and implementing key processes and systems related to programme management, and overall business operations including finance. These processes will enable us to streamline our business and support the needs of our company's programmes and funding requirements.

In addition you will oversee a range of facilities management and operational duties, including health and safety, site and building operations and security. You will also lead on SCA Environmental Strategy and the delivery of the plan. Our future aspiration is for you to also project manage improvements and re-design of our base at Port Home alongside our production manager (currently employed on a project by project basis).

# Responsibilities

Working with the Artistic Director you will:

- Be responsible for all aspects of the management, development and maintenance of SCA Port Hope building, site and its external premises.
- Ensure statutory inspections and routine checks on health and safety and security are scheduled, undertaken, accurately recorded and, where appropriate, and reported in a timely fashion. This includes fire and security alarm systems and equipment, any others that are relevant.
- Liaise with relevant authorities in the management of the site and buildings eg the Environment Agency, Birmingham City Council etc as required.
- Manage the provision of services eg insurance and utilities, working with the Executive Director to undertake due diligence and secure competitive quotes.
- Oversee the company's compliance with all legislative and contractual requirements.
- Commission and manage relationships with all contractors working within the buildings and external premises, including maintenance as required.
- Plan the delivery of all capital works to the building with the production manager (funding pending)
- Act as a key-holder and be on call should issues occur out of hours.
- Ensure procedures and processes are followed to protect the security of the buildings and site.
- Work with the freelance staff to ensure they have the appropriate training on Health and Safety, First Aid, Manual handling etc.
- Prepare required reports and recommendations for Team, Board and funders as required.
- Manage operational contracts such as refuse collection, etc.
- Lead on the organisation's Health and Safety Strategy, including provision of adequate first aid and fire safety.
- Oversee and ensure implementation and communication of site and operational risk assessments.
- Ensure compliance with all legal obligations and licensing requirements including: Public Entertainment, Health and Safety, PAT testing etc.
- Take a lead on SCA environmental responsibility, ensuring SCA seeks to reduce its carbon footprint and we operate as efficiently as possible, including waste disposal, disposal of used aerosols, recycling schemes and reporting of such to funders.
- Advance planning of production schedules in conjunction with the Studio Assistant to ensure that events can be set up in good time.
- Ability to support a variety of configurations of our multi-purpose space with some basic technical knowledge. Specialist training will be provided. This will include audio visual display equipment, basic sound systems, setting up multi party Zooms, seating and desk

All post-holders are expected to participate in training and development activity and to contribute time and expertise to supporting our training programmes. This list of responsibilities is not exhaustive and team members will sometimes be required to perform duties outside of this as operationally required especially during production periods.



# Person Specification

- Experience of managing the maintenance and operation of buildings.
- Knowledge of safety and workplace legislation and experience of managing and delivering a policy and activity eg risk assessment writing and review.
- Experience of setting and managing budgets and financial projections to ensure best use of resources through prioritisation and planning.
- Strong organisational skills, with the ability to prioritise workload.
- Self-motivated, practical and flexible with a positive outlook and can-do attitude.
- IT literate, with experience in using Microsoft Excel, Word and Outlook.
- Interest and/or experience in technical delivery
- Willingness to be part of an on-call rota, and to work flexible hours including some evenings, weekends and Bank Holidays.

## Desirable Criteria

- Health and Safety qualification (IOSH / NCRQ / NEBOSH).
- Previous experience of managing building management systems.
- Experience of managing small scale capital projects including financial, operational and health and safety requirements.
- An understanding of fire safety.
- An understanding of accident and incident management reporting.



Outdoor screenings in Birmingham City Centre

# Timetable

**Advertised:** June 2024  
**Deadline:** 17 July 2024  
**Interviews:** TBC  
**Roles Commencement:** From September 2024 (or sooner if available)

Interviews will be guaranteed for all candidates meeting the basic criteria linked to the person specification.

All are welcome. SCA aims to reflect all of the city of Birmingham's communities in our workforce and in particular those from a diverse background. If you believe that you meet the minimum requirements of the role, you are warmly encouraged to apply. In addition, SCA is committed to meeting your access, inclusion, and support needs. Please share with us any access and support needs and reasonable adjustments that will support you during this process and we will work with you to ensure that your support needs are met.



# Terms & Conditions

- This is a permanent post, the salary is paid monthly in arrears
- The post is working 37.5 hours per week (excluding 30 minute/1-hour lunch per day)
- Generally work Monday to Friday with frequent evening and weekend work to attend shows and events. Flexible working will be agreed. If asked to work additional hours at the weekend, Time Off in Lieu will be given – to be approved in advance with the Line Manager
- Holiday entitlement is 33 days per annum for full time employees, including public holidays. Holidays subject to written approval.
- Main place of work is Port Hope company base (currently under development), with frequent attendance at meetings and activity offsite. There is the option for occasional homeworking, when approved
- There is a probation period of three months during which time the notice period is one week for employee and employer; on confirmation of appointment the notice period is two months
- On appointment, the successful candidate must be able to provide the correct documents as proof of their right to work in the UK
- The candidate's contract of employment with SCA does not come into force until the first day of work



**'Nomad' an art installation at the University of Birmingham**



Join Soul City Arts

**If you believe in the power of art to change**







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