



## **JOB DESCRIPTION**

**JOB TITLE:** Studio Manager  
**REPORTS TO:** General Manager

The Studio Manager is responsible for the technical services and to support the day to day facilities, equipment and activities required for the smooth running of the Alastair Pilkington Studio for the benefit of staff and studio users. The Studio Technician will ensure NLC is a safe and accessible learning environment.

## **TECHNICAL RESPONSIBILITIES**

- To be responsible for the overall organisation and supervision of the Alastair Pilkington Studio.
- To ensure the safe and smooth running of the furnace room, kiln room, cutting/ cold workshop and mould making workshop.
- To ensure that the studio provides adequate facilities to meet requirements of NLC programme and hirers events.
- To provide technical support to any company or organisation hiring the studio or workshop.
- To oversee that the right equipment and resources are accessible for a safe and timely install and reinstall of classes & activities.
- Support the North Land Creative team to liaise with artists, tutors, hirers of the studio regarding technical and production requirements.
- To provide cover on dealing with phone, email and walk in enquiries.
- To provide building tours and information to the general public and potential hirers
- To provide event support, including Duty Management to events and activities.
- To oversee inductions to the studio membership and hirers.

## **OPERATIONAL RESPONSIBILITIES**

- To oversee the planned preventative maintenance schedule and upkeep of the studio including studio services.
- Liaise with the General Manager advising on a long-term maintenance plan and budget for the upkeep of equipment and facilities.
- With support of the General Manager liaise with external contractors providing studio support.
- Liaise with the NLC team and attend programming and production meetings advising all potential studio users, clients and events of technical requirements
- Coordinate closely with the other staff on all aspects of the role which impact on the studio.
- Support the General Manager to prepare the Technical work rotas ( interns, assistants, maintenance and cleaners )
- To order all materials and services required for the delivery of the programme and studio in accordance with approved procedures.
- Oversee categorising and tracking inventory for the studio including equipment, computers and machinery.

## **EDUCATIONAL & ARTIST SUPPORT RESPONSIBILITIES**

- To provide support, instruction and guidance for the Professional Artistic Programme in the studio facility including workshops, CPD and residencies.
- Engage directly with artists, designers, studio hirers, and others and provide expertise collaboratively and creatively to advise, support and deliver all technical and production services.
- Provide support to any other educational activity as required. For example experience days, community programmes, one to one training, open days and events, these may include events off campus.

## **FINANCIAL SUPPORT**

- Support the North Land Creative Team, to prepare estimates and budgets for individual projects, commissions, production runs and proposals.
- Support the North Land Creative Team, to prepare estimates and budgets for example studio operations - for example equipment repairs & replacements

## **STRATEGIC PLANNING & SUPPORT**

- Advise on the technical implications of all planning decisions and liaise with visiting artists, hirers and community users.

## **MAINTENANCE**

- To support the General Manager on the delivery of the building's maintenance schedule, ensuring all maintenance and health and safety checks are carried out as required.
- To create an inventory of all equipment and secure all valuable equipment through markings and noting serial numbers.
- Supervise the repair and maintenance of Studio equipment.
- To deal with any studio maintenance issues as they arise.
- To maintain all spaces within the studio in a clean and clear space between classes / activities.
- To keep all technical paper work for orders, deliveries and equipment.
- To order repairs when necessary
- Advise on the acquisition and updating of equipment and introduce new technology in so far as budgets allow.

## **HEALTH & SAFETY**

- To oversee the implementation of health & safety duties in the studio as specified in the organisation safety statement.
- To carry out, or instructing on-going health and safety tests and checks as set out in the company's health and safety plan
- To attend the company's regular health and safety meetings
- To bring to the attention of management immediately anything which poses a threat to the health and safety of staff or users of the studio, and workshop areas.
- Write Risk Assessments and Method Statements for studio activities.
- Be responsible for the safe and efficient installation, use of all technical requirements for NLC and the safe delivery of the programme and other miscellaneous activities within agreed schedules and budgets
- To ensure that NLC Health and Safety policies and House Rules are adhered to at all times
- To supervise work of studio casual staff and volunteers
- To maintain a safe and tidy work space
- To ensure equipment is safe

- To promote and comply with current legislation and NLC policies on Equality, Diversity and Health & Safety both in the delivery of services and the treatment of others

## **HR**

- Directly line manage the Technical Assistants.
- Be responsible, in conjunction with the Director and General Manager for the appointment of permanent and casual staff for the studio
- Manage, train and motivate direct reporting staff where required, in accordance with company procedures, policy and employment law
- Work alongside and support all incoming programme technical staff

## **SECURITY**

- Ensure the proper systems for maintaining the security of the buildings are monitored, reviewed and maintained.
- Act as a key holder for the studio in the event of an emergency.

## **ENVIRONMENTAL PRACTICES**

- Lead on the development and delivery of the Environmental and Sustainability Action Plan.
- Lead on specific initiatives to ensure all steps are taken to reduce the organisation's carbon footprint.
- To promote, develop and comply with our policies and practices to lessen the environmental impact of NLC.
- Represent NLC at Scotland's Workshops Technical Meetings and Creative Carbon Steering Committee. Share findings with the wider team and develop strategies to implement improvements.

## **OTHER**

- Maintaining confidentiality in all issues relating to the work of the organisation
- To carry out these and other appropriate duties and responsibilities assigned by the Board and Management.