

## **TEMPORARY PART-TIME CONTRACT (Self-employed status)**

### **Box Manager, Arts Central**

#### **SCOPE OF WORK**

The post-holder will help develop and deliver a programme of activity in AGMK's new venue at Arts Central, 20 Burners Lane. This will involve identifying potential events, developing and promoting a programme, setting up addressing janitorial needs, overseeing the bookings and use of the space.

Duties include:

- Developing and maintaining procedures for managing the space as an attractive multi-use venue, suitable and available for AC studio-holders, AGMK members and others to use.
- Developing and overseeing a programme of events across a variety of types and genres (eg visual arts, music, film, drama, writing, dance, skills development and community activity) that will help achieve the AGMK objective of 'supporting the arts in MK.
- Helping to maintain a pricing regime that will meet both creative Arts and financial objectives.
- Helping to develop and implement a press, publicity and media strategy to promote the project to a variety of audiences, through a variety of media.
- Ensuring that feedback from users and other stakeholders is obtained and evaluated to inform improvements.
- Maintaining a risk register, identifying and implementing mitigation of things that could go wrong.
- Working within the spend and revenue budgets allocated by the Board.
- Helping to identify and bid for potential funds to support upgrades and proactive programming.
- Regularly reporting progress to the box steering group (of those involved in steering uses and programming in the box) and administering their meetings.

#### **KNOWLEDGE/EXPERIENCE/SKILLS NEEDED:**

##### **Essential**

- A self-starter, able to organise work and deliver under pressure within a small organisation.
- Experience of introducing new ideas and starting from scratch.
- Excellent skills of communication and persuasion – in person and in writing.
- Strong team-work skills, able to lead as well work harmoniously with other team members.
- Genuine interest in and enthusiasm for creative arts and community activity.
- An understanding of marketing, promotion and social media.
- A commitment to equality and inclusion and working in cross-cultural contexts.

##### **Desirable**

- Experience of running events or a venue.
- Good Knowledge of the cultural and social context of Milton Keynes and its creative networks.
- Understanding of usual office IT systems, web and social media.
- Understanding of the legal requirements and obligations associated with running a venue.

## **Schedule and Payment**

The starting date for this temporary contract with Arts Gateway MK Ltd is 1<sup>st</sup> September 2023, initially for a six-month period extendable subject to funding. Payment will be at £15 per hour, payable monthly against invoices with details of days/hours worked.

Hours worked will be dependent on the requirements of the box programme: initially the development and introduction of new systems will predominate while lettings remain low. As the programme develops and lettings grow, hands-on support of lettings will become increasingly important.

This initial 6-month phase will be at the equivalent of 2 days per week, for 26 weeks (ie £6240) with the possibility of additional hours by mutual agreement. Flexibility will be required as workload may vary according to events and circumstances.

Extension of the contract will be dependent upon the net revenue generated by the box and the availability of external funding.

Applications: Please apply for this post by sending your CV and a covering letter to [john.best@artsgatewaymk.org.uk](mailto:john.best@artsgatewaymk.org.uk). The closing date is midnight on 30<sup>th</sup> July. Interviews are planned for w/c 7<sup>th</sup> August.