



ArtHouse Jersey

JOB DESCRIPTION: OPERATIONS MANAGER

Working hours	37.5 hours per week
Salary	Up to £35,000 per annum, depending on experience
Reports to	Programme Manager
Start date	ASAP
Holidays	25 days plus all statutory holidays
Probation	Three months

Job purpose

ArtHouse Jersey seeks to make a positive impact on our Island community through the arts. Our aim is to support the creation of art that Jersey people want to see, hear and experience. Our Operations Manager plays a key role, having responsibility for the management of our two sites and leading on administration for the charity. You will be based at our flagship headquarters, the Greve de Lecq Barracks, where you will manage our programme of visiting artists, visitors, events and studios where local artists create work and develop their practice. You will be responsible for:

- Day-to-day management of the site, office and premises, including self-catering accommodation for both artists & tourists as well as our studios.
- Administratively assisting the team with the effective delivery of a wide-range of arts projects across the Island and internationally;
- Act as host to ArtHouse Jersey's visitors and tenants.

Principal accountabilities

1. Manage our two sites: Greve de Lecq Barracks and La Folie, ensuring that all visitors, guests and tenants are well-cared for. Taking responsibility for on-site apartments as holiday lets, liaising with letting agents, managing bookings, rental agreements and welcoming guests;
2. Assist the team with the implementation of projects, providing administrative and organisational support;

3. Be based in and run our office, taking responsibility for a range of administrative tasks ranging from the management of contracts and invoicing to answering the phone, ordering supplies and updating the website;
4. Provide a warm welcome to artists visiting the Island before and during their stay assisting with any travel logistics and, introducing them to our unique culture by suggesting itineraries and points of interest;
5. Be responsible for the maintenance of both sites, including up-keep and repairs, and the hiring and supervision of professional cleaning staff, acting as first point of contact with our landlords, the National Trust of Jersey and Ports of Jersey, as well as other partner institutions and service providers as required;
6. Manage and deliver certain specified events at the Greve de Lecq Barracks, working closely with the wider team.

Personal specification

We are looking for someone who is unflappable, calm under pressure, and is always wearing a smile. The successful applicant will be a highly competent completer-finisher and very organised with superb attention to detail. The post is subject to both Right to Work and DBS checks. You will have most, if not all of these qualities and be able to evidence them in your application and interview:

- Proven organisational and administrative skills, conscientious, attention to detail;
- Event management;
- Superior interpersonal and communication skills, both written and verbal;
- Track record of managing facilities, maintaining stock;
- Work autonomously, self-motivated and able to problem-solve under pressure;
- Able to - at agreed times - work flexible hours, including evenings and weekends (taking time in lieu);
- Good knowledge of the Island and a strong network of relevant contacts.

It would be desirable if you can demonstrate experience of the following:

- Managing holiday lets;
- Financial management and budget control;
- A full, clean driving license;
- An interest in and appreciation of the arts.