

## Studio Manager the vacuum cleaner/Madlove Ltd Margate

<b>Post</b>	Studio Manager
<b>Reporting to</b>	Executive Director / Artistic Director
<b>Responsible for</b>	Art Assistants/Freelancers
<b>Salary</b>	£36,000 per annum (pro rata)
<b>Hours</b>	32 hours per week 0.8 FTE
<b>Contract</b>	Permanent
<b>Location</b>	Margate

A forward-thinking, disability artist and activist is looking for a smart, friendly, proactive Studio Manager to look after the day to day running of their studio at an exciting moment in the development of the company in Margate, nationally and internationally.

### **Madlove**

the vacuum cleaner is the name of a UK based artist who makes candid, provocative and playful art about the world being messed up. the vacuum cleaner wants to find better ways to go mad. Drawing on his own experience of mental health disability, he works with groups including young people, health professionals and vulnerable adults to challenge how mental health is understood, treated and experienced informed by a disability justice framework.

the vacuum cleaner is James. He works from his Margate Studio with his dog, Doris, having been based in East London for several years. With roots in activism and radical art, the vacuum cleaner has created one-person interventions and large-scale actions as well as performance, installation and film. His work has been shown in galleries, theatres, hospitals and schools and has appeared on streets and in public spaces internationally.

We are at an exciting time as we transition from being an individual artist to becoming a dynamic studio making live work. We have already begun to grow when James was awarded a 'Breakthrough Fund' from the Paul Hamlyn Foundation in 2018 and not long after founded the company, Madlove Ltd, to encompass his work. We are in the process of becoming a charity and have recently created a new Board of Trustees and will be undertaking further recruitment in 2022. We are also applying to become a National Portfolio Organisation with Arts Council England in Spring 2022.

We make work with young people and adults experiencing challenges with their mental health which can be demanding, emotional and amazing - we bring their work and voices into international respect and critically acclaimed art spaces. With recent support for our work including Wellcome Collection, Arts Council England, Barings Foundation and The Mayor of London we are currently delivering several projects with young people and health workers. In 2022 we are making work in Manchester and London with potential tour dates in one or two other places with

cultural peers including Chisenhale Gallery, Bernie Grant Arts Centre, Manchester International Festival, Coborn Adolescent Centre for Mental Health and Barts NHS Trust.

We are looking to find a dynamic ambitious team player to work alongside James and help take the company into the future, deliver brilliant artistic projects and make a shift in perceptions and experiences of mental health. The ideal candidate is someone who is highly self motivated, flexible and with precise organisational and communication skills. We expect the successful candidate to work in the studio in Margate.

### **Main Purpose**

To support the Artist James Leadbitter, aka the vacuum cleaner, on the development, management and day to day running of his company Madlove and the projects the studio is delivering for partners like Chisenhale Gallery, Manchester International Festival and Greater London Authority.

### **Management**

- Act as first point of contact for all enquiries and communications
- Maintain clear and effective communication between all parties
- Line-manage and delegate clearly and efficiently to other staff members, freelancers and project team members where appropriate
- Oversee financial management of all projects
- Regular liaison and support with Executive Director
- Proactively work with James to manage division of responsibilities and delegation
- Attend weekly team meetings
- Support development of a strategy for Madlove archive
- Create a strong pool of freelancers and specialist to support the wider work of Madlove

### **Production**

- Project management - oversee the co-ordination of workshops, tours and commissions
- Tour booking and management
- Liaising with all partners on budgets, technical, disability, safeguarding and publicity requirements
- Manage travel, accommodation and subsistence requirements
- Arrange transportation and storage of any art works
- Accompanying James or others for projects and tours as required
- Ensure and oversee evaluation and analytics from the start of each project

### **Fundraising**

- Support external fundraisers and applications as required
- Support on reporting to funders and provision of relevant information to maintain the ambitions of the work

## **Governance**

- Support the Executive and Chair of the Board to ensure good governance, strong communication, timely management and excellent reporting of all trustee matters
- Arrange quarterly board meetings
- Take minutes and circulate relevant documents
- Ensure statutory annual filing
- Support the annual audit

## **Financial Management**

- Creation, management and delivery of project and company budgets
- Lead on regular bookkeeping on Quickbooks
- Lead on financial administration including but not limited to: efficient invoicing, prompt approval of payments, bank reconciliations
- Liaise with accountants as required including PAYE and payroll
- Support quarterly management accounts preparation
- Prepare project accounts and reports as required
- Oversee end of year accounts on Quickbooks with Madlove accountants

## **Administration**

- Oversee day-to-day administration of Madlove
- Create smooth processes and set up of office
- Lead on legal and policy matters including insurance, liability, health & safety and equality of opportunity
- Ensure all appropriate policies are in place, up to date, understood and adhered to
- Ensure mailing lists and communications are up to date
- Support social media and other communications including drafts/proof-reading
- Update of website as required
- Maintain project archives of James' work
- Promote the Madlove culture from within
- Manage office supplies and suppliers
- Oversee storage requirements
- Lead on studio up-keep and maintenance

## **Disability, Access and Wellbeing**

- Ensure James and collaborators access requirements are provided including travel, accommodation, communication, stress reduction and other forms of emotional support
- Ensure individuals and organisations understand and respect how to support disabled people
- Engage in constant learning around how to do this demanding and specific work

- Experience in mental health and disability support will be provided as required basis. Formal training can be provided for you if required and beneficial.
- Provide clear and precise communication to all professional partners around James' disability

Any other duties as reasonably required

## **Experience**

### **Essential**

- At least 3 years admin experience working in a team
- Open-minded and curious
- Creation of contracts
- Development and management of budgets
- Willingness to have a DBS check
- Clear and concise communication of own disability, if required
- Comfortable being around dogs
- Ability to travel in UK and internationally as required

### **Desirable**

- An existing knowledge of mental health
- Awareness of disability and inclusion strategies and organising
- International working including visas
- Driving license
- A valid passport
- Existing DBS check

### **Other**

- Many of James' projects involve working directly with vulnerable adults and children, this may include working in Mental Health hospitals or other challenging environments. You should be aware and able to work in a healthy way whilst also being able to support James and other collaborators.
- Awareness of your own stress and psychological wellbeing and be active in self-care or being clear if moments are demanding or too much
- Disabled applicants will be required to provide their own support through Access to Work or through negotiation.

### **Other benefits**

- 35 days holiday annually including bank holidays
- 3 month probationary period
- 1 month notice period
- Sick leave
- Duvet days/Period days

**To apply**

Please send us a maximum 2 sided CV and 2 page covering letter letting us know why you, why now, why Madlove. Please send your application to [joinus@thevacuumcleaner.co.uk](mailto:joinus@thevacuumcleaner.co.uk)

**Deadline for applications**

**31 January 2022 - midday**

**Interviews will be on 7 February in Margate. Please indicate in your application if you have any access requirements for that interview.**