



## Buildings & Operations Manager, Van Gogh House & Gallery C.I.C

[www.sanmeigallery.co.uk](http://www.sanmeigallery.co.uk) [www.vangoghhouse.co.uk](http://www.vangoghhouse.co.uk)

Location: Brixton, London

Type: Part-time 2 days per week, flexible

Salary: £23,021 - £26,675 pro rata, depending on experience

Contact: [rufus@sanmeigallery.co.uk](mailto:rufus@sanmeigallery.co.uk)

Reports to: Programme Manager

### **Description:**

Van Gogh House & Gallery C.I.C. is looking for a Buildings & Operations Manager to support the maintenance, upkeep, and operations of its two spaces, Van Gogh House, a historic house now gallery and artist residence, and San Mei Gallery, a project space with 3 studios and a cafe onsite.

We are looking for an experienced and enthusiastic part-time Building and Operations Manager with strong attention to detail and excellent practical skills to become a part-time team member. This role requires both a high level of 'hands on' involvement in terms of maintaining the buildings as well as the administrative and organisational skills needed to review relevant protocols and policies, manage budgets, and oversee contractors. A high level of manual dexterity is important as you will be required to use ladders, power tools and hand tools on a regular basis.

Within this role, opportunities for paid overtime supporting the installation and deinstallation of exhibitions at both spaces may be available subject to requirement.

### **About Van Gogh House & Gallery C.I.C.**

Van Gogh House & Gallery C.I.C. operates two spaces in North Brixton, Van Gogh House and San Mei Gallery. The former is the Georgian terrace in which the eponymous painter once lived. After a restorative capital project the house opened in 2019, hosting exhibitions and artist residents. San Mei Gallery is an independent space for contemporary art in South London, committed to research-led, educational and collaborative exchanges.

Find out more at [www.sanmeigallery.co.uk](http://www.sanmeigallery.co.uk) [www.vangoghhouse.co.uk](http://www.vangoghhouse.co.uk)



## **The Role**

The successful candidate must be able to fulfil the following position responsibilities.

### Building Management:

- Manage the upkeep and maintenance of both buildings, implementing a planned maintenance programme for those spaces.
- Ensure the high-quality presentation of all public areas of the Gallery, including janitorial duties, by checking that equipment is operating effectively and the facilities are always in a clean and safe condition where fire exits and corridors are kept clear.
- Undertake maintenance jobs, decorating and general repairs at both spaces
- Manage contractors for larger maintenance jobs
- Read gas and electricity meters each month
- Arrange gas/electricity inspections
- Update Building log

### Health & Safety

- Ensure that the organisation's compliance with Health & Safety and Fire Safety regulations, including regularly reviewing and implementing protocols.
- Write up quarterly central register (health and fire safety, security checks etc.)
- Test fire alarms for both spaces and the flats adjacent to San Mei Gallery
- PAT test electrical equipment yearly
- Undertake risk assessments as required
- Assist in the induction of new staff in relation to H&S, fire evacuation, and buildings protocols.

### Day-to-day operations:

- Be first point of call for tenants and studio holders' queries about the buildings.
- Manage cleaners and gardeners.
- Inventory check and implementation of inventory system
- Maintain tidy store of technical equipment and order consumables as required.
- Set up gallery space for events and venue hires, including moving furniture.
- Using Zipcar drive between venues with equipment as necessary and occasionally pick up work from fabricators.
- Manage waste collection and disposal of bulky items.
- Fill and paint walls for exhibitions and other events
- Support the end of the renovation of the San Mei Gallery basement and procurement/commissioning of storage (artwork/furniture) solutions

### Security:

- Oversee security of the building including alarm and CCTV.
- Act as a keyholder with locking and opening responsibilities.
- Manage list of keyholders, including tenants and studio holders.
- Be on call for building emergencies such as alarm triggers, flooding, fire etc.



#### Other:

- Occasionally support the installation and de-installation of gallery exhibitions and venue hires within the gallery space, including minor fabrication for exhibition needs, and handling/hanging artworks of varying media.
- Weekend and out of hours work will be required from time to time.
- Undertake any other relevant duties as directed, consistent with skills and training.

#### **Essential skills:**

- Experience in building maintenance and general repairs.
- Good organisational skills and the ability to prioritise work, meet deadlines, and work with minimum supervision.
- Good administrative and record-making skills
- Experience in managing health and safety at work
- Ability to quickly learn, self-research, and adapt to requirements of a growing arts organisation.
- Ability to work in physically demanding situations, including working at heights and moving heavy objects.
- Flexible schedule
- Driver's license

#### **Desirable skills:**

- Health & Safety, Fire Safety trained.
- Based in South London.
- First aid trained.
- Experience driving a van
- Art technician experience including:
  - o Demonstrable knowledge of museum practices including object care and handling, packing and movement of artworks, appropriate display techniques and conservation principles, and broader industry practices.
  - o Experience in construction, fabrication and painting of exhibition assets and appropriate work methods for utilising necessary power tools.
  - o Technical skills in the areas of audio-visual, lighting and sound for exhibitions/events.
- Demonstrable knowledge of domestic building work such as kitchen fitting or floor laying
- Basic carpentry skills

#### **Application details**

To apply, please send your CV and a covering letter to [rufus@sanmeigallery.co.uk](mailto:rufus@sanmeigallery.co.uk)

The deadline for applications is midnight on **18<sup>th</sup> April 2024**.

Shortlisted applicants will be invited to interview for the role the week of 22nd April 2024.

Position available from 29th April 2024.