

Studio Manager, Random International

Permanent contract, full time

For immediate start

This is an exciting opportunity to join Random International and play a leading role in managing and shaping the studio. The Studio Manager will work closely with the directors as part of the management team in our new premises in South London. We are looking for a highly organised individual who thrives in a fast paced environment and will be interviewing immediately.

Studio ethos and processes

- Overseeing longer-running internal processes and (non-artwork) projects: looking at processes of studio and identifying methods of improving
- Studio ethics policy development (in collaboration with directors and dramaturge)
- Devise and implement environmental policy
- Organisational systems: asana, slack, lastpass, conference call system
- Budget control (organisational systems and overheads)
- Compiling studio Handbook
- TMM weekly Studio Meeting lead and agenda management and preparation
- Internal studio cultural programme: strategy and implementation (in collaboration with directors and dramaturge): lectures, events, studio days out etc
- Line manage studio co-ordinator

Studio and systems

- Artwork maintenance overview: devising systems for the technical maintenance of artworks installed onsite internationally (with studio co-ordinator and relevant studio groups)
- Website content and curation (in collaboration with directors and dramaturge)
- Front of House managing image requests, press and PR inquiries, (in collaboration with directors and dramaturge)
- Archiving: policy development (in collaboration with directors and dramaturge and third party suppliers)

HR

- Lead and oversee all HR matters
- Diversity and equality
- Job application tracking system
- New staff inductions (with studio co-ordinator)
- Resourcing considerations: allocation and input of staff
- Staff contracts; tracking when reviews are due

- Handling dispute mediation / resolution)
- Implementation of program with organisational consultant
- Professional development / ongoing updates

Premises and welfare

- Premises manager
- Health and safety overseeing and implementing policy (with Head Of Fabrication)
- Fire safety overseeing and implementing policy (with Head Of Fabrication)
- Primary point of contact with landlord, managing business rates, utilities, waste collection etc.

About Random International

Random International is a collaborative studio for experimental practice within contemporary art. Founded in 2005 by Hannes Koch and Florian Ortkrass, the studio now includes a larger team in London (and Berlin). Questioning aspects of identity and autonomy in the post-digital age, Random International's work invites active participation.

Applications

Please email your CV and a cover letter (of no more than two pages) outlining your relevant experience, and provide details of two referees to Jessica at work@random-international.com. Your email subject should be 'Studio Manager Application.'

Closing date for applications: Sunday 23 July 2017

We are looking for someone to start immediately and may start interviewing candidates before the application closing date.