



## EAST LODGE MANAGER ROLE DESCRIPTION

LSA is a membership charity dedicated to supporting artists in the local area. Our aim is to foster and increase public interest, awareness and appreciation of the visual arts.

East Lodge is the 'home' of Leamington Studio Artists. It provides two gallery spaces and four artists studios that are available exclusively to members at reasonable prices.

### East Lodge Manager

This is an important volunteer role with responsibility for ensuring that the facilities at East Lodge are available and managed in a way that allows artist members to benefit from their use.

The postholder would be part of a team working closely with the board of trustees of the charity, and with other key volunteers undertaking roles that are also critical to the success of the charity.

### Role description

1. To work with and provide support and oversight to the exhibitions' coordination team to assist members to plan and book exhibitions for the two gallery spaces, and to provide support in running their exhibitions
2. To co-ordinate, train and support a group of volunteers to steward exhibitions and to support day to day activities to keep the gallery operating smoothly
3. To liaise with the studio holders to ensure they maintain their studios in accordance with their licence agreement and to provide support to them as needed
4. To keep financial records of all sales and provide details to the treasurer on a monthly basis
5. To make regular checks on the building and ensure any repairs are reported to the council or dealt with by the LSA as appropriate
6. To ensure LSA health and safety policies and procedures are followed by all users of the building and compliance with all other policies
7. To liaise with the communications and marketing team to ensure activities and exhibitions at East Lodge are promoted

8. To be involved in supporting and organising LSA-wide activities and events from time to time
9. Building relationships with members, artists, buyers, collectors and ensuring a positive experience for all visitors
10. To provide monthly reports to the Board of Trustees on activities and exhibitions at East Lodge, ensuring the board is aware about any important events/issues planned for East Lodge. The Manager will routinely be invited to attend the Board meetings and it is expected they will attend.

## Key skills/attributes

- Enthusiasm for the work of the LSA and for visual arts
- Excellent interpersonal skills - especially making volunteers feel valued
- Skilled in team work
- Motivating and inspiring others
- Reliable and dependable
- Use of initiative and willingness to share ideas

This role would work well if shared by two people but applications from individuals are also welcome.

Benefits: in acknowledgement of the pivotal role played by the East Lodge Manager, the LSA is pleased to offer the opportunity for the postholder to rent a studio space at East Lodge at 50% discount. If two people share the role and are happy to share the studio, the studio will be free of charge to both