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External Job Advert

STUDIO MANAGER, VAULT ARTIST STUDIOS

Key details

Job title: Studio Manager

Location: Based at Vault Artist Studios, Belfast

Salary: £31,290 per annum (pro-rata)

Contract: Fixed term contract for 18 months (this post may be extended or made permanent subject to funding)

Part time post: 30 hours per week, flexible and as needed (you may be required to work some evenings and /or weekends)

Additional terms: employers' pension contribution 5%

This is a new post, made possible by the Dormant Account Fund

Background - about Vault Artist Studios

Vault is a thriving, artist-led organisation committed to providing affordable studio space, showcasing contemporary art, and fostering a strong creative community. We support artists through exhibitions, events, and ongoing professional development opportunities. Our mission is to champion creativity, collaboration, and community in everything we do.

The Role

We are seeking an experienced and highly motivated Studio Manager to join our team at a pivotal moment of growth and transformation. You will play a key role in

shaping Vault's future as we transition to new buildings, ensuring continuity, stability, and ambition in our programming and studio provision.

As Studio Manager, you will work closely with the Buildings Manager and a small, dedicated team to secure and manage affordable studio spaces for artists. You will also take the lead in fundraising and financial planning, forging relationships with stakeholders, funders, and partners to support our vision and long-term sustainability.

This is a hands-on, multi-faceted role ideal for someone passionate about the arts and deeply committed to supporting artists and creative communities.

HOW TO APPLY

Please read the information in this pack and send an email to trustees@vaultartiststudios.com with the following attachments in Word or PDF format only (we cannot accept links to online CVs, profiles, documents downloads or psd files etc.):

1. Your CV, no more than 2 A4 pages long, including your name, home address, email and contact number
2. A cover letter, no more than 2 A4 pages long, outlining why you're a great candidate for the Studio Manager role based on the criteria in the job description
3. Please include the names, addresses, email, phone number and occupations of two people, not related to you, to whom references may be obtained. One of your referees must be your current or most recent employer.

The deadline for applications is 5pm on Thursday 22 May 2025. Interviews will take place in Belfast on Friday 30 May 2025. We reserve the right to enhance the criteria to aid short listing.

We welcome applications from a diversity of backgrounds and perspectives. Please let us know if you have any access requirements that we can facilitate.

If you have any other questions, or would like an informal chat about the role, email us at trustees@vaultartiststudios.com.

We are an equal opportunities employer.



Job Description

Job Title:	Studio Manager
Key Relationships	Events & Development Officer, Buildings Manager, PR Team, Vault Artist Studios Members, Trustees

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Job Responsibilities

Studio and Facilities Management

- Assist the Buildings Manager to identify and secure new long-term, affordable studio premises.
- Ensure day-to-day studio operations run smoothly across all buildings.
- Manage communications with studio holders and address any issues.
- Ensure studio rents are collected and update the Board on any arrears.

Staff and Team Leadership

- Lead and support a small team of staff, freelancers, and volunteers.
- Foster a collaborative, creative, and supportive working culture.

- Represent Vault publicly at events, meetings, and industry forums.

Fundraising and Financial Management

- Lead our fundraising strategy, write funding applications, and complete final reports.
- Build relationships with funders, donors, and commercial partners.
- Oversee financial planning, budgeting, and reporting with our Bookkeeper and Treasurer.
- Monitor income generation from studios, room hires, and events.

Programme and Event Delivery

- Oversee the development and delivery of Vault's exhibitions, festivals, and events.
- Manage event spaces and the bookings calendar in conjunction with the Events & Bookings Officer.
- Ensure the smooth running of all internal and external events.

Customer Service & Communication

- Act as a friendly and professional first point of contact for studio holders and building users.
- Ensure a positive experience for all visitors, partners, and stakeholders.
- Respond to artist and visitor issues and liaise with other staff to resolve them efficiently.

Strategic Planning and Governance

- Work with the Board of Trustees on long-term planning and policy development.
- Support the preparation of Board papers and attend 8 Board meetings per year.
- Ensure legal and charitable compliance, including maintaining up-to-date policies.

Audience Development and Communications:

- Team Leadership: manage, support, and mentor our PR team
- Develop and implement PR strategies that align with Vault's goals and elevate brand visibility.
- Oversee the creation of press releases and other communications materials to ensure consistency and quality.

- Crisis Communication: serve as the first point of contact in managing reputational issues, crafting appropriate responses, and coordinating with trustees.
- Monitor and evaluate projects, collect feedback and audience data

Team Collaboration & Reporting

- Collaborate closely with the Buildings Manager to prepare accurate financial reports, resolve studio holder concerns, and maintain open communication regarding workloads and responsibilities.
- Actively participate in regular team and board meetings, contributing to a positive and collaborative workplace culture.
- Promote financial efficiency through effective budget management and cost minimisation strategies.

PERSONNEL SPECIFICATION

Job Title: Studio Manager

Quality	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• A third-level qualification with at least 2 years' relevant experience OR• Qualified by experience with 3+ years' demonstrable success in similar roles.	<ul style="list-style-type: none">• Recognised health and safety award e.g. IOSH
Experience	<ul style="list-style-type: none">• At least two years' experience in a leadership role in an arts organisation, venue, or similar creative context.• Experience of planning and managing organisational budgets of £150-200k per annum• Proven record of successful fundraising applications for arts organisations to local authorities, statutory bodies and Trusts and Foundations• Experience in using Xero or similar accounting software• Proven experience in event management across various formats, including exhibitions, live performances, and gigs	<ul style="list-style-type: none">• Experience in managing or adapting heritage spaces for arts use.• Experience of developing and implementing an audience development strategy
Knowledge	<ul style="list-style-type: none">• In-depth understanding of the arts sector and the funding landscape, including grant applications and donor engagement.	

Skills and behaviours	<ul style="list-style-type: none"> • Leadership skills – managing staff, freelancers and volunteers. • Excellent business management skills; budget management, project management and time management. • Fundraising – ability to write clear, concise, compelling, jargon-free funding proposals/applications • Strategic thinking and ability to communicate vision clearly. • Excellent communicator, both in word and conversation - able to communicate a cause passionately with a wide range of stakeholders. • Highly motivated with a 'can do' attitude • Collaborative and persuasive working style. Engaging, tactful and diplomatic in approach. • High level of IT proficiency, including Microsoft Office, Google Workspace, Mailchimp, and other digital tools. 	<ul style="list-style-type: none"> • Competent in using design software such as Canva, Adobe InDesign, or Photoshop to produce engaging visual content. • Skilled at creating and publishing content using a website content management system (e.g., WordPress, Squarespace).
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