



## **Front of House, Facilities and Building Coordinator**

### **JOB DETAILS**

Four Corners is a centre for film and photography that champions progressive social change. Based in East London for fifty years, we support people to learn skills, and create work that reflects their stories and identities. We recognise that access to the arts is not equal, and we aim to change that by championing creative expression and new voices through skills, mentoring and creative opportunities in a supportive space.

Our programme includes community-arts projects, artists commissions and residencies, and a programme of exhibitions and events built around contemporary social and political concerns. Four Corners is inspired by its archive collection of socially engaged work from the 1970s and 1980s, which offers a rich source of material on race, class, feminism, anti-racism, and queer politics.

Four Corners is a registered charity. We are a team of twelve part-time staff, and we work closely with partners in archives, the local community, higher education, visual arts and film to deliver our programmes. Our centre in East London offers a significant resource with access to darkrooms, a studio, desk space, filmmaking equipment and a renowned gallery.

## **Front of House, Facilities and Building Coordinator**

This role holds responsibility for Four Corners' front of house, gallery and technical related support, building management and related marketing.

### **PERSON SPECIFICATION**

#### **Essential Skills**

- Friendly and approachable with a proven track record of delivering a high standard of customer service.
- An enthusiastic and highly motivated individual who can show initiative.
- Practically minded person with demonstrable organisational skills.
- Good IT fluency and familiarity with a range of software including Microsoft Office Suite, Google Suite and Zettle.

#### **Desirable**

- Previous experience in an arts/photography/charity role.
- Strong interest in photography, film making or art.
- Experience of developing, disseminating and managing social media content
- Experience of marketing facilities and room space
- Experience supporting clients, tenants or related public-facing support
- Practical knowledge of photographic and filmmaking production.
- Previous experience in a front of house or gallery role.

## **JOB DESCRIPTION**

Reporting to Arts, Facilities and Operations Manager, Owen Thomas

To carry out the following tasks:

### **Front of house**

To be the first point of contact for all visitors to the building, which spans five floors and includes a gallery, first floor studio, offices, co-working space and darkrooms.

- Act as the initial point of call for all front of house and queries; answering and responding to calls, post and general enquiries. This will include managing Four Corners' info account, and responding to general enquiries or forwarding to other staff where appropriate.
- Oversee the Front of House area, ensuring it is organised and tidy.
- Ensure relevant publicity on Four Corners' activities is available, and to disseminate information to members of the public.
- Invigilate during Four Corners' and other exhibitions, ensuring visitors are greeted and helped during their visit, and that any evaluations/visitor books are filled out where appropriate.
- Provide visitors with details on gallery exhibitions, and respond to related enquiries.
- Invite gallery visitors to complete exhibition evaluation forms, and to compile data from evaluation forms to surveymonkey, and to keep a log of exhibition visitor numbers.
- Manage retail sales of exhibition products; catalogues, books, posters etc. using izettle.
- Provide technical support for Four Corners' gallery exhibitions and events (training will be provided).
- Provide support for external (non-Four Corners) gallery exhibitions and events.

- To assist with the organisation of Four Corners' events including the compilation of guest lists, mail outs, RSVPs, badges, bookings, catering, and other associated tasks.

## **Building Management**

- Provide support with general day-to-day building tasks (e.g. support for suppliers and contractors, obtaining repair quotations.)
- Test fire alarm on a weekly basis (training provided)
- Liaise with building tenants; notifying them of events or building works and relaying reports of issues to other staff.
- Manage the provision of office supplies; taking stock of provisions, ordering and purchase of items and organising stock appropriately throughout the building. (e.g. stationary, lightbulbs, cleaning materials etc.)
- Carry out H&S checks as necessary including periodic fire alarm tests. (Training provided).
- Ensuring waste and recycling is properly disposed of in a regular manner.
- Responsible for ensuring building keys are adequately provided, labelled and stored.
- Keyholding duties, opening and closing of the building.
- To undertake other building-related duties delegated by the Arts, Facilities and Operations Manager.

## **Marketing and communication**

- To be responsible for promoting the facilities and rental spaces in Four Corners' centre, ensuring regular updates on relevant online platforms, newsletters etc., working with relevant staff.
- To assist staff in the creation and dissemination of content for social media and flyers/posters relating to Four Corners' facilities and rental spaces.
- To distribute flyers/posters to promote projects/rental spaces.

## **General**

- To support staff where required on specific projects.

## **KEY TERMS AND CONDITIONS**

£26,000 - £28,000 pro rata 21 hours per week.

Salary dependent on experience.

6 weeks holiday pro rata. (1 extra day of holiday per year worked, pro rata.)

There is a discretionary company pension.

## **Place of work**

Four Corners' offices are at 121 Roman Road, London E2 0QN.

Please note that this job does not offer a work from home option.

## **Days / Hours**

Usual hours Wednesday, Thursday & Friday. 10.15 – 18.15

Working occasional evenings will be required.

## **TO APPLY**

Please complete the **Application Form** and upload your up-to-date CV. (See the link to the application form via the clickable button on the webpage.)

**Deadline for applications is midnight on Sunday 30 March.**

Four Corners is an equal opportunities employer and we aim for greater diversity in our staff team. We know that people from certain backgrounds and identities are often excluded from the archive and arts sectors, and we are committed to helping to change this. We particularly welcome applications from marginalised groups, such as people of colour and other ethnic minorities, people who identify as Disabled, LGBTQIA, and those from working class backgrounds.

[www.fourcornersfilm.co.uk](http://www.fourcornersfilm.co.uk)

020 8981 6111

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