

## Job Description/Person Specification

### 1. Post

Post:	Operations Manager		
Contract:	Permanent		
Hours:	Part-time, 2.5 days per week		
Salary:	£24 – 27,000 pro rata, per annum	Dates:	From 1 April 2018
Benefits:	28 days holiday including public holidays Access to company pension Flexible working		

#### About BOM

BOM (Birmingham Open Media) is forging a new model of radical practice at the intersection of art, technology and science with measurable social impact.

By making sustained investment in a community of Fellows and developing strategic projects and partnerships, we test pioneering ideas that investigate the transformative value of the arts across education, health and society.

Our gallery is an evolving space filled with residencies, exhibitions and shared learning. This provides a critical, collaborative environment and an open forum for debate with public audiences for developing work during the R&D stage.

We believe that the arts should value participation over all else, and that investing in the right people with the right support is key to developing transformational practices that enable society to fully participate in culture.

Our community of Fellows is a group of artists, technologists, scientists, producers and researchers who all fuel (and are fuelled by) BOM's ethos, and help us to deliver our vision.

#### About the Role

2018 is an incredibly exciting time for BOM, as we launch our newly refurbished building after extensive renovations, and become a flagship Arts Council England National Portfolio Organisation. The Operations Manager is a brand new role who will oversee building management and day to day finance, whilst supporting the Café Manager to develop a successful new Café BOM enterprise.

We are looking for an experienced building manager who has a proven track record in commercial and operational development, who is passionate about working with people and committed to delivering BOM's aims.

BOM will consider flexible working for this role as long as this does not interfere with the delivery of objectives.

For more information on BOM, please visit our website [www.bom.org.uk](http://www.bom.org.uk).

## 2. Supervisory responsibilities/position in structure

Responsible to: Director

**3. Main function of job** (Note: in addition to these functions employees are required to carry out such other duties as may reasonably be required)

The Operations Manager will oversee building management and day to day finance, ensuring BOM complies with all legal company obligations.

They will have supervisory responsibilities for the Café Manager and will report to the Director. Main responsibilities include:

- Building management
- Overseeing Health and Safety
- Coordinating external events such as private hires
- Supporting financial operations
- Supervisory responsibilities to the Café Manager

## 4. Main duties

### Duties/Responsibilities

- Overseeing building maintenance including arranging contractor visits, where necessary
- Completing regular building tests, including weekly fire alarm tests, commissioning annual electrical test and inspect and PAT testing to ensure compliance with regulations
- Keeping an up to date operational risk register, including risk assessments for programmes and studio activities
- Managing Health and Safety across the building
- Coordinating external events such as private hires
- Ensuring the Café complies with all its legal and financial obligations
- Tracking income and expenditure for the Café against set targets
- Sharing supervision of the Café Manager with the Director
- Day-to-day finance, including processing invoices and preparing regular financial reports for the Director and Board

### Other Duties

- Attendance at key BOM events such as openings
- Occasional front-of-house support
- Any other duties that may reasonably be required by the Director

## 5. Requirements to carry out job

Essential or desirable indicated against each requirement

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<b>Experience required:</b>		
Minimum two years' relevant management or operational experience	√	
Experience of achieving income growth within commercial setting	√	
Line management experience	√	
Experience of working with a wide range of external partners	√	
Experience of delivering events	√	
Experience of working within a cultural organisation		√
First aid trained		√
Relevant qualification in business or management		√
<b>Any particular aptitude/skill required</b>		
Excellent organisational skills	√	
Hands-on, proactive attitude	√	
Financial diligence and attention to detail	√	
The ability to work under pressure and prioritise a varied workload	√	
Excellent interpersonal & communication skills	√	
Ability to solve problems and work under own initiative	√	
Commitment to the arts and ability to inspire others about the work of BOM	√	

**To Apply**

Please complete the application form and email this along with your up to date CV to:

[kate@bom.org.uk](mailto:kate@bom.org.uk)

**Deadline for Applications:** Friday, 23 February 2018 at 9am

**Interview Date:** Thursday, 1 March 2018