

Job Description

Post Title:	Market House Studio Co-ordinator	Grade:	7
Post No:			
Directorate:	Communities	Section:	Markets
Responsible to:	Commercial Manager	Responsible for:	
Location:	Fleetwood Market		

Overall Job Purpose:

To co-ordinate the hire, programming and development of the Market House Studios and use of the associated performance areas at Fleetwood Market.

Key Tasks & Responsibilities:

To be responsible to the Commercial Manager for the following:

To maximise income generation for the use of the studio spaces, offering a variety of hire/rental opportunities to a cross range of customers targeting but not limited to creative arts users.

To ensure the studios are 'fit for purpose', secure and well maintained, and to establish a 'Studio user group'.

To signpost and encourage users to utilise business advice, training and promotion opportunities to maximise the potential for successful businesses to flourish and ultimately progress from the Studios and Market to the High Street.

To develop an artistic and cultural programme within Fleetwood Market, collaborating with studio based creative customers and other local practitioners. This to include exhibitions, selling opportunities and artistic sessions for families, students and other targeted sectors of the local community.

To develop and manage the booking system for the Studios and use of the designated Market Stall/s in conjunction with the Estates Team to ensure the correct occupancy documentation is in place and satisfies the requirements of the Landlord and Tenant Act and any other associated legislation.

To be responsible for the financial transactions of the studio including cash handling, the raising of purchase orders and invoicing.

To develop and maintain a website page and appropriate social media for the service.

To liaise with community organisations around the programme of artistic activity.

To network with wider communities to promote the studios and cultural programmes, such as the University of Central Lancashire, Blackpool and Fylde College and Lancaster University.

To collaborate with the Market Manager and their team to ensure the smooth running of the studios and market.

To collaborate with the Communications and Marketing Lead and their team to promote the studios and cultural programme positively.

To support appropriate staff with strategic developments in the market and around Fleetwood Town Centre.

In conjunction with the Commercial Manager, conduct regular monitoring of Health and Safety and maintain risk assessments for all works.

To undertake any other duties commensurate with the grade as may be directed.

Corporate Responsibilities:

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.

- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.

Special Conditions:

(e.g. week-end work, shift allowance, car/telephone allowance)

- The council operates a strict non-smoking policy.
- Casual car user allowance. Casual Car User's will be paid at the middle band. You will be required to provide your own means of transport.
- The salary is inclusive of out of normal office hours working which is occasionally required.
- The post holder is required to have satisfactory enhanced DBS check

This Job Description is current at the date shown below. In consultation with you it is liable to variation by management to reflect, or anticipate changes in, or to, the job.

Prepared by: M.Hesketh

Date: January 2020

Post Holder Signature:

Date: