

About The Landmark Arts Centre

The Landmark Arts Centre is a Registered Charity, governed by a Board of Trustees. We offer a year-round vibrant programme of concerts, live events, exhibitions (including our nationally recognised art fairs) and classes. We are based in a magnificent 19th century Grade II* listed former church. Our website gives more information about our activities and history.

The building is leased to the Landmark charity and we are responsible for the upkeep of the building and also for a small area of woodland which we are developing into a public outdoor garden, exhibition and events space.

Our programme is diverse. We present concerts by both internationally known performers and local non-professional arts organisations. Our exhibitions attract visual artists from across the country and include both solo and group shows. Our learning and participation programme encompasses visual and performing arts activities for adults and children, plus we offer affordable hire space for independent providers to run their own classes. In an average year we welcome over 30,000 visitors to the Landmark.

In an average week we directly deliver 13 classes via our learning and education programme, plus holiday workshops including a Summer Art School and regular weekend workshops too. These activities are delivered both during daytime and evenings in one of three spaces:

- The Studio – a first floor purpose built visual arts studio for up to 12 students, with own sink, easels, excellent natural light, facilities for projection, kitchenette.
- The Bell Room – a ground floor multi-use space suitable for up to 15 students at tables or 25 lecture style with unsprung dance floor, good natural light, projection facilities.
- The Stage – a ground floor multi-use space suitable for up to 50 students with access for wheelchair users, sound system, semi-sprung floor.

We also offer facilities for private hire, mainly wedding receptions, have a small shop selling work by local artists and makers and provide a bar and café service at events.

We do not receive any core funding, raising all our own income through our activities, public donations and making grant applications. Each year a budget for the organisation is set and the post holder will be expected to manage their element of the budget in a prudent and efficient manner, keeping proper records and supplying information to other members of staff as required.

Location

The Centre is situated in Teddington in south west London, between Twickenham and Kingston-upon-Thames and on the south western bank of the Thames. The nearest train station is Teddington with frequent, direct trains into London (Waterloo). The journey takes around 35 minutes. The Centre has very limited parking on site and staff members would normally be expected to park off-site. However there are cycle racks for up to 12 bicycles and the Centre is well served by local buses, connecting with Richmond, Twickenham & Kingston.

We are close to the River Thames and Teddington Lock, on a major road junction, which means we are receiving an increasing number of drop-in visitors intrigued by the building. We plan to maximise the opportunities these visitors present as we further develop our presence and activities.

Our Vision and Covid

The pandemic has given us major challenges but we have successfully raised over £75,000 from over 1,000 local people which is indicative of the affection that the Landmark and the building have in the area. We were pleased to have been recognised for the contribution we make to the community by Arts Council England who awarded us funding from the Cultural Recovery Fund last year.

Together this enables us to look forward and programme activities and events for the future, accepting that we have to adapt to changing conditions. Our vision is to continue providing activities that appeal to the community as a whole, early years through to senior citizens and every stage in between. The diversity of the arts arena and different genres will be reflected in the diversity of our programme both in delivery format and content

Staff

The Landmark Arts Centre is committed to providing equal opportunities, encouraging equality, diversity and inclusion and eliminating discrimination among all who work or volunteer for us. Our aim is for all who work or volunteer for us to feel respected and able to give their best.

The Landmark has 4 core permanent staff, 8 Front of House casual staff, 2 freelancers working under contract on specific projects and 30 committed volunteers. The Arts Centre Manager is the senior staff member, reporting directly to the Board of Trustees.

The 4 core staff comprise: Arts Centre Manager, Administrator, Education Officer and Facilities & Operations Manager. The current Education Officer is leaving us on May 31st and the new Learning and Participation Officer is a direct development of the existing role.

A copy of our new staff structure is attached, showing the roles and line management.

Availability

Ideally we would like the successful applicant will start in May to allow some working alongside the current post holder. However we appreciate that the successful candidate may have to give notice and so we will aim to be flexible over a start date.

Payment.

The successful applicant will be a salaried employee and will be paid monthly. Any tax, NI or pension payments due will be deducted by the employer. The post is for 32 hours per week and includes a requirement to work weekends and evenings if required.

Pension.

The successful applicant will be enrolled in the Landmark's pension scheme in accordance with UK Employment law. Our chosen provider is NEST and the current level of contributions paid are: 3% by the Landmark and 5% by the employee. After the period of one month you have the option to opt out of the scheme should you wish to. Any pension payments due will be deducted by the employer.

Paid leave entitlement

22 days per annum, including the period between Christmas and New Year when the Landmark Arts Centre is usually closed, plus statutory national holidays.

Closing Date/Time for Applications: 5pm Friday April 16th 2021.

Interviews will be held w/c April 19th 2021