

INSPIRING
YOUNG MINDS
THROUGH ARTS AND CREATIVITY



The Bright Foundation Facilities and Office Manager Recruitment Pack



Hastings, East Sussex
March/April 2025



Summary

Thank you for your interest in the **Facilities and Office Manager** role with [The Bright Foundation](#) in Hastings, East Sussex. We are an arts education charity based in Hastings, dedicated to inspiring young minds through arts and creativity. Since our launch in 2022, we have opened two unique venues:

- **Barn Theatre and Museum** – a magical space showcasing a collection of antique toys and puppets, alongside a 50-seat children’s theatre, set in 24 acres of grounds.
- **Benbow Arts Space** – a creative learning hub for young people dedicated to the art of filmmaking, featuring an Early Cinema exhibition and workshop & event spaces.

This is an exciting time to join us as we expand our programmes and maximise the potential of our venues. As our **Facilities and Office Manager**, you will play a crucial role in ensuring our spaces are safe, welcoming, well maintained and efficiently run, enabling us to deliver high-quality creative experiences to our community.

Job Overview:

Salary: £33,000 - £36,000 per annum
(dependent on experience)
Hours: Full time – 37.5 hours a week
Annual leave: 25 days



How to apply (see page 10 for details):

Please send a CV (with 2 referees) and covering letter stating why you want the role and how you meet the Person Specification (no more than 2 pages of A4). Please email to recruitment@thebrightfoundation.org.uk.

Closing date for applications: Tuesday 29 April 2025, 9am
Interviews: Wednesday 7 May 2025

For an informal conversation about the role, please contact office@thebrightfoundation.org.uk or call 01424 559020.

The Bright Foundation is committed to being an inclusive organisation. We seek to recruit, develop and retain the most talented people from a diverse pool of candidates, and believe our differences enrich all parts of our organisation. We actively encourage applications from groups who are traditionally under-represented in the cultural sector including those from African, Caribbean, South Asian and other global majority heritages and disabled people.

The Bright Foundation

The Bright Foundation is an arts education charity based in Hastings founded by Academy Award winning costume designer and philanthropist, John Bright.

Incorporated in 2018, the organisation's mission is to use the lifetime's work of John Bright as a catalyst for creative learning to inspire a new generation of imaginative children and young people to reach their full potential. Our vision is for all children and young people to have their imaginations sparked and their wellbeing nurtured through a quality cultural education, regardless of their background.

The **Barn Theatre and Museum** opened its doors in June 2022 at Rodgers Farm, just outside of Hastings, in a rural farmland setting. The site includes:

- a museum space in the old cow sheds, showcasing John's collection of antique toys, puppets and model theatre sets, collected over many years, initially as props for TV and film and later for personal interest
- a 50 seat theatre and workshop studio in a converted barn
- 24 acres of land

Our second venue opened in May 2024 in St Leonards-on-Sea. The **Benbow Arts Space** is a creative learning hub dedicated to the art of filmmaking. The venue includes an Early Cinema exhibition and workshop and event spaces.



John Bright is an internationally renowned costume designer and costumier for film, TV and theatre, as well as founder and owner of the period costume house, Cosprop. John's generosity has enabled The Bright Foundation to be formed and he will continue to fund the operations of the charity during his lifetime. He has bequeathed most of his estate to the Foundation, including Cosprop, to support the charity in perpetuity.

The Bright Foundation is fortunate to have the support from some of the brightest stars in the British Film Industry who have worked with John over the past 50 years. Our **Ambassadors** include Dame Judi Dench, Helena Bonham Carter, Jeremy Irons, Meryl Streep, Sir Ben Kingsley, Richard E Grant and Dame Emma Thompson.



Our Programme

Since opening our doors at the Barn Theatre and Museum in June 2022, over 8,000 people have participated in our programmes, a third of which come from our most disadvantaged communities. There are four key areas of our work:

Schools and Groups

The core part of our programme is welcoming visits from schools and community groups. We offer a broad range of Experience Days in which children can visit us, explore the museum, theatre and grounds and take part in creative learning activities. Themes include Puppet Making, Storytelling, History of Toys, Outdoor Learning and seeing professional theatre shows. We are working regularly with looked after children, home educated children, and neurodiverse young people. This year we started offering school and college visits to the Benbow Arts Space, exploring the evolution of the moving image and creative careers.

Public Events

A family friendly programme of theatre performances, events, festivals and open days aiming to provide a quality introduction to arts and creativity to children and young people. Theatre shows are presented during school holidays and we have larger annual open days that take over the grounds and building. We have established a range of local partners to offer free ticket packages to their clients, including Hastings Foodbank and the East Sussex Foster Carers Association. At the Benbow Arts Space we offer occasional evening events and open days as part of the local festivals, such as Hastings Fat Tuesday.

Creative Skills and Wellbeing

We work more intensively with children and young people on creative projects that develop their creative skills and enhance their wellbeing. At the Barn Theatre and Museum this takes the form of 5 day performance projects, where a diverse group work together over a week to create and perform a show. At the Benbow Arts Space we are delivering the Benbow Youth Film Collective – weekly after school courses – as well as filmmaking intensives and masterclasses. We are a hub for the BFI Film Academy – offering training to young people aged 16-19 years, and are working closely with the local colleges to offer work experience.

Supporting Professionals

In order to ensure children and young people have access to quality cultural learning experiences we provide a range of support to professionals – including CPD for teachers in schools to embed creativity into their curriculum; and supporting the teaching practice of artists. We occasionally commission and support the creation of new performance work for children.



The Team

We are a small and committed team. There are currently 7 employees led by the CEO, Polly Risbridger. The staff team includes:

- Head of Communications & Events - leads on marketing, digital, external relations and public events
- Producer – organises the programme at both sites
- Film Programme Learning Leader – plans and leads the film programmes mainly based at the Benbow Arts Space
- Arts and Theatre Learning Leader – plans and leads the arts and theatre related programmes mainly based at the Barn Theatre and Museum
- Caretaker & Groundskeeper – maintains the buildings and grounds at both venues

We also work with a broad range of freelance creatives, practitioners, volunteers and consultants. We have a Board of Trustees, co-chaired by John Bright and Lyn Fletcher with 7 trustees.

This Role

The Facilities and Office Manager is a new role created following a staffing restructure, providing an opportunity for someone with strong organisational and management skills to make a real impact. We have two beautiful and very different venues that you will be responsible for managing and maintaining. This will include overseeing all health and safety requirements, the day-to-day opening and set up of the spaces, working with the Caretaker and Groundskeeper to ensure the venues are well maintained, and managing all the service contracts and utilities.

You will support our programme, ensuring the venues are set up, safe and welcoming for the visitors, and will be required to work at events and workshops when needed. You will also help induct and manage a team of sessional Duty Managers / support staff to work on our hires and events.

We are planning to set up a venue hire package over the next year and you will lead on designing and managing this, supporting income generation for the charity. You will also be responsible for managing the pop up café and bar for public events as required. Our office is based at the Benbow Arts Space, though you will spend part of your week at the Barn Theatre and Museum, and you will manage our internal communications and IT systems.

At the Barn Theatre and Museum we are undertaking a small capital project this Autumn to create a backstage area for the theatre, and have longer term plans to utilise the 24 acres of land more. You will support the CEO in planning and managing this work.



Terms of Employment

Salary: £33,000 - £36,000 per annum (dependent on experience)

Hours: Full time – 37.5 hours p/week
Some out-of-hours working is expected on a TOIL basis

Term: Permanent

Annual leave: 25 days

Probation: 6 months

Notice period: 2 months

Office base: Barn Theatre and Museum, Rodgers Farm, Stonestile Lane,
Hastings, TN35 4PH
Benbow Arts Space, 2 London Road, St Leonards on-Sea,
TN37 6AE
Some flexi working from home is possible if no activity

Travel: Travel during the course of business will be reimbursed and mileage paid in line with The Bright Foundation's expenses policy.

DBS: This post is subject to an enhanced DBS check

Pension: 3% employer contribution

Responsible to: Chief Executive Officer





Purpose of the Post

- To manage the operations, safety and maintenance of the buildings, grounds, theatre and exhibitions at the Barn Theatre & Museum and Benbow Arts Space
- To manage the operational systems and office for The Bright Foundation ensuring the smooth running of the organisation
- To support the smooth running of the foundation's events and activities, ensuring a safe and welcoming visitor experience

Key Responsibilities

Venues and grounds management and maintenance

- Work with the CEO to develop and manage an operational and maintenance plan for the Barn Theatre and Museum and Benbow Arts Space
- Negotiate and implement best value supplier and utility contracts and services and manage the contracts
- Coordinate the cleaning, security and upkeep for both venues, booking and managing relevant contractors and ordering supplies
- Ensure the venues are clean and tidy, organise and clear out storage areas regularly, and action any maintenance requirements promptly
- Be a key-holder for the venues, opening and closing as required
- Oversee the pop-up café (Barn Theatre and Museum) and bar (Benbow Arts Space) – including managing staff, sourcing stock and adhering to all food hygiene standards
- Source and manage necessary equipment for the buildings, including technical filmmaking equipment (with our Film Programme Learning Leader), and theatre technical equipment (with our technician)
- Work with relevant specialists to manage the fields and meadows at Rodgers Farm, helping to protect the natural environment and maximise biodiversity
- Deal with any day-to-day issues with the venues in a timely manner
- Maintain the diaries for both venues
- Set up and oversee booking and space hires process
- Working with the CEO to oversee capital and grounds development projects

Health and Safety

- Undertake Health & Safety planning, implementation and management in collaboration with our consultants
- Act as Fire Officer including undertaking drills (training provided)

- Act as First Aider (training provided)
- Undertake weekly testing and venue safety checks and maintain accurate records
- Be on call for emergency situations with the venues and IT systems and activate first response as required
- Write or update relevant organisation policies and procedures

Management

- Line manage the *Groundskeeper and Caretaker* providing support and guidance in the delivery of their role
- Recruit, induct, train and manage the duty managers / sessional support staff to staff events and workshops, ensuring they provide a warm, welcoming and safe visitor experience
- Manage consultants and freelancers as required
- Provide board reports as required

Office Management

- Manage the Foundation's office and internal communications systems including IT, server, email and database
- Deal with incoming and outgoing post and deliveries
- Order and manage stationary and supplies as needed
- Maintain an inventory of equipment and furniture
- Coordinate team meetings and training
- Provide administration support for board meetings

Programme and Exhibitions

- Work at events and activities as required
- Set up and clear spaces for events and workshops as required
- Provide venue induction to visiting companies and artists
- Coordinate the maintenance and cataloguing of the collection as required

Finance

- Manage and reconcile the operations budget ensuring expenditure is controlled and value for money is sought
- Manage and reconcile the petty cash budget ensuring all records are kept accurately
- Support CEO with financial administration as required

Other

- Undertake any other duties as reasonably required
- Work to all legislation and company policies on equality, diversity and inclusion; environmental; health and safety etc
- Work on a self-serviced administration basis and keep accurate records necessary



Person Specification

Essential Experience

- At least 5 years experience working in a cultural, charitable or educational venue/organisation
- Experience of managing a space (venue/building/office/grounds) including overseeing contractors and negotiating utilities
- People management
- Understanding and experience of working within UK Health and Safety policy and practice
- Budget management and cost controlling
- Strong IT skills – experience working with Microsoft 365 and Mac operating systems
- UK driving licence and an ability to travel between venues, including rural locations not on public transport

Desirable Experience

- Knowledge of Natural England and experience of the Countryside Stewardship Scheme
- Managing capital improvement works
- Overseeing the technical needs of a theatre and/or film-making equipment
- Good working knowledge of Hastings and Rother with a strong professional network

Key skills that would help you in this role

- Excellent communication skills with a clear, positive and helpful manner
- Proactive, motivated and able to take initiative as appropriate
- Well organised, with a methodical approach and attention to detail
- Interest in and passion for the creative arts
- Passionate about environmental sustainability and an understanding of and commitment to reducing the carbon footprint of our work
- Enjoy working as part of a small team and able to build and maintain positive working relationships with a wide range of people
- Flexible approach to your work – able to work occasional irregular hours around the programme requirements
- Understanding of and commitment to equality, diversity and inclusion

How to apply

Please submit

- A CV including:
 - Current or most recent role and salary
 - Education, training and qualifications
 - Two referees (name, role, relationship to you, contact details)
 - Your contact details
- A covering letter saying why you want the role and how you meet the person specification (no more than 2 sides of A4)

Please email to recruitment@thebrightfoundation.org.uk

Please also complete an online anonymous Equal Opportunities form [here](#)

Deadline: Tuesday 29 April 2025, 9am

Shortlisted candidates will be invited to interview on **Wednesday 7 May 2025**.

We welcome and celebrate all protected characteristics and wish to build an inclusive staff team that reflects the rich diversity of our UK communities.

Access

For assistance or any access requirements please contact recruitment@thebrightfoundation.org.uk. We will work with applicants to ensure an accessible interview process relevant to individual needs.

More Information

If you would like to have an informal, confidential conversation about the role in advance of applying, please contact office@thebrightfoundation.org.uk or call 01424 559020.

