

ADMINISTRATOR ADDITIONAL INFORMATION

The Landmark Arts Centre

The Landmark Arts Centre is a Registered Charity, governed by a Board of Trustees. It operates a vibrant programme of events and classes ranging from concerts by well-known performers to a rich mix of other local arts organisations and education projects, including our nationally recognised art fairs. We do this all in a magnificent 19th century Grade II* listed building which we are dedicated to preserving for the benefit of the whole community. Our website gives more information about our activities and history.

Staff

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

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 BR 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.

Availability

The successful applicant will start in early April, working alongside the current post holder for two weeks. This is a full time post with normal hours being 9am – 5pm Monday to Friday.

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.

Pension.

The successful applicant will be enrolled in the Landmark's pension scheme in accordance with UK Employment law. Our chosen provider is NEST. After the period of one month you have the option to opt out of the scheme should you wish to do so. Any pension payments due will be deducted by the employer.

Paid leave entitlement

28 days per annum, including public holidays and the period between Christmas and New Year when the Landmark Arts Centre is usually closed.