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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 which was saved from demolition by local people in the 1980s. We are dedicated to preserving this building as a community arts asset for the benefit of the whole community. Our website gives more information about our activities and history.

The building is owned by the London Diocese, leased to the Landmark charity. 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 education 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.

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. These activities are managed by Landmark Trading Ltd, a wholly owned subsidiary of the charity which donates all its profits to the charity.

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 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.

Landmark Arts Centre Ltd
Charity No: 1047080
Registered in England No. 3061090

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

Our Facilities

The size of our building is both an asset and a constraint, breaking down into 3 activity spaces: Main Hall & Stage, Bell Room and Studio. In addition there are two office spaces, separate public and staff/performer toilets and a kitchen. The activity spaces are an asset as they are flexible spaces, but a constraint as this means equipment is regularly put up and taken down depending on the needs of the activity taking place. The Facilities and Operations Manager will be responsible for preparing spaces, including setting up and taking down equipment as required.

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 Arts Centre has 4 core permanent staff, 8 Front of House casual staff, 4 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, Learning & Participation Manager and Facilities & Operations Manager. A copy of our staff structure is attached, showing the roles and line management.

The Post – Front of House Assistant

The Centre has expanded the number and range of its activities considerably over the past twenty-five years, attracting over 30,000 visitors a year. For many visitors the Front of House Assistant is the first person they meet when attending a concert, exhibition or evening class. The Front of House Assistants therefore are key in presenting a welcoming and helpful 'face' for our visitors.

Front of Houses Assistants need to be well-groomed and wear smart casual wear when on duty. A name badge will be provided and must be worn at all times whilst on duty. Front of House Assistants are required to sign on and off their shift and submit a monthly timesheet in arrears. They are entered onto The Landmark Arts Centre payroll and should it be applicable, tax and NI is deducted from monthly pay.

Availability

We are recruiting now with a view to successful candidates starting from September on a casual basis. The Facilities & Operations Manager sends out a rota for each season and Front of House Assistants indicate which sessions they can cover. Shifts are then allocated equally amongst the Front of House team, based on an individual's availability.

Remuneration

£9.00 per hour.

Hours of work

Due to the nature of the Centre's programme, the post involves evening and weekend work with each shift generally being around 4 hours although it may be longer or shorter depending on events.

Closing Date/Time for Applications: 5pm Monday 9th August.

Interviews will be held mid-August