



# BACKLIT



## **BUILDING & OPERATIONS MANAGER RECRUITMENT PACK**

DEADLINE TO APPLY: MONDAY 26 OCTOBER 2026  
INTERVIEWS: FRIDAY 13 NOVEMBER 2026

[BACKLIT.ORG.UK](https://backlit.org.uk)

# ABOUT US



**BACKLIT** was founded in 2008 by Nottingham graduates as an artist-led space, BACKLIT is an independent, charity, not-for-profit, LGBTQ+, female, and neurodivergent-led cultural hub.

BACKLIT purchased Alfred House, our home in January 2025. Within this historic Victorian building (est. 1872), our gallery spans four floors and includes creative studios that are home to over 100 artists, collectives, and associate members.

During 2026 we have undertaken some significant expansion works to the ground level with a new gallery, dedicated learning space, archive and café. We expect this to be launched later this year. In addition, we have been working to make our building more environmental with new energy efficient systems installed and improved access with new accessible toilet facilities.

Our year-round, programme of exhibitions, events, and workshops offers an essential platform for the public, local communities, students, and creatives of all ages and backgrounds to engage, learn, and grow.

Between 2022 and 2028, our key areas of focus include expanding our support around mental health, equality, diversity and inclusion, the environment, and digital innovation in the arts sector.

We aim to provide a welcoming space for all.

# WHAT WE DO

BACKLIT operates as a multidisciplinary creative ecosystem that empowers artists through collaboration and artistic career development.



**BACKLIT hosts 100 entrepreneurial SME creatives, providing affordable space and a supportive community.**

BACKLIT provides **Creative Career pathways** through placements and internships.

BACKLIT nurtures **talent pipeline**, through providing opportunities for early career artists.

BACKLIT provides an alternative **creative arts education route with delivery of skill development and knowledge training** through a professional development programme.

BACKLIT **champions creative freelancers**, though providing paid opportunities for sector professionals.

BACKLIT nurtures an archive which celebrates the **heritage** of NG3 and Alfred House, its Victorian home. This resource informs artistic and professional programming and offers a unique, experimental approach to **place-based curation**.

BACKLIT **develops partnerships** regional, nationally and internationally to exchange cultural experiences, skills, knowledge and values.

# JOB TITLE: BUILDING & OPERATIONS MANAGER

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The Building & Operations Manager is responsible for the safe, efficient and well-maintained operation of BACKLIT’s Alfred House premises, with responsibility for overseeing the day-to-day operation of the new ground-floor public facility.

The role will coordinate planned and reactive maintenance, building safety and compliance, contractors, facilities and space management, ensuring that BACKLIT provides a safe, accessible, welcoming and well-functioning environment for artists, staff, visitors, partners and the wider community.

The postholder will work closely with the Co-Directors and wider team to ensure the ground floor is operationally ready for exhibitions, events, workshops, archive activity, venue hire and public use, while maintaining an overview of the needs of the wider building.

This is a practical and hands-on role requiring strong organisation, problem-solving skills and the ability to work confidently with contractors, suppliers, staff, artists and members of the public.

The role will identify maintenance and operational issues, coordinate appropriate responses, maintain accurate records and ensure that statutory inspections, servicing and compliance requirements are kept up to date.

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|---------------|----------------------------------------------------------------------------|
| Contract Type | Fixed Term to March 2028 (start date ideally November 2026)                |
| Hours         | 28-hour week (usual working days Tue-Friday, with occasional weekend work) |
| Salary        | £30,000 FTE, pro rata (£24,000 actual salary)                              |
| Reports to:   | Co-Directors                                                               |
| Location      | BACKLIT Gallery, Nottingham, NG3 1JG.                                      |

# MAIN RESPONSIBILITIES

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| <p><b>1) Ground Floor Facility &amp; Building Operations</b></p> <p>Oversee the day-to-day operation of BACKLIT’s new ground-floor public facility, ensuring it is safe, welcoming, accessible, clean and ready for public use.</p> <p>Ensure the ground floor is appropriately prepared and operational for exhibitions, events, workshops, archive activity, venue hire and other public-facing activities.</p> <p>Leading on the coordination of building security; opening, closing and routine checks of the ground-floor facility and ensure any incidents or issues are identified, recorded and addressed promptly.</p> <p>Work with the Co-Directors and wider team to ensure the building supports BACKLIT’s programme, artists, staff, visitors, partners and studio community.</p> <p>Maintain an overview of the operational needs of the wider Alfred House building and identify issues that require attention, repair or investment.</p> <p>Line management and supervision of Building Support Assistant and Gallery and Events Team, including coordination of rotas and arranging appropriate cover for events.</p> |
| <p><b>2) Building Maintenance &amp; Facilities Management</b></p> <p>Lead on planned preventative and reactive maintenance across the building.</p> <p>Maintain a clear programme of routine inspections, servicing and maintenance, including heating, lighting, plumbing, electrical systems, fire safety equipment, doors, access systems and other building infrastructure.</p> <p>Lead on repairs and maintenance contractors, obtain quotations where required, arrange access and monitor the completion and quality of works.</p> <p>Maintain accurate records of maintenance, servicing, inspections, warranties, contractors and building-related documentation.</p> <p>Identify emerging maintenance issues and advise the Co-Directors on priorities, potential costs and appropriate action.</p> <p>Ensure the building, equipment, fixtures and facilities are maintained to an appropriate standard and remain fit for purpose.</p>                                                                                                                                                                                     |

### **3) Building Safety, Health & Compliance**

Lead the organisation in maintaining a safe working environment and effective health and safety systems.

Lead and record routine building inspections, risk assessments and corrective actions, maintaining the relevant health and safety records and risk register.

Oversee day-to-day fire safety, emergency procedures, first aid provision, accessibility, signage and safe access throughout the building.

Manage incident reporting and ensure significant incidents are escalated appropriately, including RIDDOR reporting where required.

Ensure contractors and external suppliers working on site are appropriately competent, insured and briefed on relevant health and safety requirements.

Ensure statutory inspections, servicing and compliance checks are scheduled, completed and recorded.

### **4) Contractors, Suppliers & Building Services**

Act as the main day-to-day contact for building maintenance contractors, service providers and suppliers.

Coordinate access to the building and ensure external contractors understand relevant site procedures and requirements.

Maintain a current contractor and supplier register, including relevant contact details, insurance and compliance documentation.

Monitor the standard and value of external services and raise concerns with the Co-Directors where work or service provision does not meet expectations.

Source quotations and support procurement of maintenance, facilities and building services within agreed budgets.

## **5) Space, Events & Venue Hire**

Ensure spaces are appropriately prepared for exhibitions, events, workshops, meetings, archive activity and venue hire.

Lead on the practical delivery of events and exhibitions, including room preparation, basic set-up and pack-down, furniture and equipment requirements and coordination with external contractors where necessary.

Coordinate the team to ensure venue hire spaces are safe, clean, presentable and ready for users.

Lead the development of effective systems for managing building use, including room bookings, access, keys, equipment and building procedures.

Focus on generation of income through hire and exploring ways to diversify income through use of the building.

## **6) Records, Planning & Communication**

Maintain accurate and accessible records relating to building maintenance, compliance, servicing, inspections, contractors and facilities.

Develop and maintain a planned maintenance schedule and ensure key actions are followed up.

Communicate building issues clearly to the Co-Directors and relevant members of the team, escalating urgent or significant issues promptly.

Provide regular updates on building condition, maintenance priorities, compliance and any significant operational issues.

Maintain clear procedures for responding to urgent building issues, including appropriate out-of-hours escalation arrangements where required.

## **7) Environmental & Building Sustainability**

Oversee practical environmental management across the building, including waste, recycling and resource use.

Lead on the implementation of sustainable building practices that improve efficiency, reduce waste and contribute to staff, artist and visitor wellbeing.

Monitor building-related energy, waste and maintenance issues and identify practical opportunities for improvement.

# PERSON SPECIFICATION

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| Skills/attributes:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <ul style="list-style-type: none"><li>• Strong understanding of Health &amp; Safety, risk assessments, COSHH and safe working practices.</li><li>• Practical skills in basic repairs, maintenance and troubleshooting.</li><li>• Ability to oversee the day-to-day operation of a public-facing, multi-use building.</li><li>• Ability to manage planned and reactive maintenance.</li><li>• Good understanding of building systems, facilities and routine compliance.</li><li>• Organised, able to prioritise tasks and maintain accurate records.</li><li>• Ability to prioritise maintenance and operational issues according to urgency, risk and available resources.</li><li>• Confident communicator with contractors, colleagues and suppliers.</li><li>• Ability to coordinate and supervise contractors and freelance staff.</li><li>• Proactive, practical and hands-on approach to problem-solving and maintaining a busy building.</li><li>• Good IT skills, including the ability to maintain digital records, schedules and systems.</li><li>• Commitment to sustainability, accessibility and wellbeing.</li></ul> |

| Essential Experience:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <ul style="list-style-type: none"><li>• Experience in building operations, or the daily management of a multi-use building.</li><li>• Experience coordinating planned and reactive repairs, maintenance programmes and contractors.</li><li>• Experience implementing and monitoring Health &amp; Safety procedures, including risk assessments, incident reporting and compliance checks.</li><li>• Experience maintaining accurate building, maintenance and compliance records.</li><li>• Experience working with contractors, suppliers and external service providers.</li><li>• Experience supporting the practical operation of events, exhibitions, workshops or other public-facing activities.</li><li>• Experience working in an environment where priorities can change and maintenance or operational issues need to be responded to promptly.</li></ul> |

# PERSON SPECIFICATION

| Desirable Experience:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <ul style="list-style-type: none"><li>• Experience working in an arts, cultural, gallery, heritage or other public-facing building.</li><li>• Experience managing facilities within a multi-use or community-focused building.</li><li>• Knowledge of sustainability, waste management and environmentally responsible building practices.</li><li>• Experience managing venue hire, room bookings or shared-use spaces.</li><li>• Awareness or training in asbestos management, COSHH and fire safety.</li><li>• Experience managing planned preventative maintenance programmes.</li><li>• Relevant Health &amp; Safety, facilities management or building-related training.</li></ul> |

| Personal Qualities:                                                                                                                                                                                                                                                                                                                           |
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| <ul style="list-style-type: none"><li>• Reliable, detail-oriented, and conscientious.</li><li>• Collaborative and approachable.</li><li>• Flexible and responsive in changing environments.</li><li>• Comfortable with manual handling and practical work, following safe methods.</li><li>• Committed to ongoing learning and CPD.</li></ul> |



# QUALIFICATIONS

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- A good general standard of education, including communication, numeracy and IT skills.
- IOSH qualification or equivalent Health & Safety training (desirable).
- Good working knowledge of Health & Safety legislation, fire safety and relevant building compliance requirements.
- Awareness of asbestos management and COSHH requirements, with relevant training (desirable).
- Relevant training or qualifications in facilities management, building maintenance or a related area (desirable).



# HOW TO APPLY

Please send your **CV** and a **covering letter** to [suzanne.golden@backlit.org.uk](mailto:suzanne.golden@backlit.org.uk) by the deadline explaining why you are interested in the role and how your skills and experience make you a suitable candidate.

**Title the email:** Application for Building and Operations Manager

Your CV/application should include:

- Personal contact details
- A dated employment history
- Details of your education, relevant training, qualifications, and skills
- Names and contact details of two professional referees

We also ask that you complete our **Equal Opportunities Monitoring Form** [LINK HERE](#). This form helps us understand the diversity of applicants and is separated from your application upon receipt. It will not be seen by anyone involved in the shortlisting process.

- **Deadline: Monday 26 October 2026 (midnight).**
- If selected for interview, you will be notified by **Friday 30 October Interviews: Friday 13 November 2026 (in person)**

You are welcome to submit your application in **written, audio, or video format** (no longer than 5 minutes), whichever you feel most comfortable with.

We welcome applications from individuals with diverse lived experiences. Therefore, we encourage applications from:

- Black, Asian, Mixed, or from Global Majority heritage
- From working-class or lower socioeconomic backgrounds
- LGBTQ+
- Female or non-binary
- Disabled and/ or neurodivergent

If you require any access support or adjustments during the application or interview process, please let us know.