

November 2024

Dear Applicant

Thank you for your interest in the post of Operations Manager at The Spring Arts and Heritage Centre, the “small place where big things happen”.

The Spring is a special place, a unique mix of arts and heritage with Arts Council National Portfolio status. Our aim is to enrich the lives of our community and beyond, in the belief that everyone should easily be able to access the very best cultural experiences.

The Spring is nationally recognised for the quality of the work it produces and the innovative ways it engages with the people of Havant and beyond, whilst being a vibrant, accessible and welcoming community hub throughout the day. We believe that by sharing stories and creating inclusive spaces where anyone can explore cultural experiences, we improve the lives of everyone who engages with us.

We are currently recruiting for an Operations Manager to join our team. The Operations Manager oversees the management and coordination of The Spring's activities to ensure the smooth operations. The role takes responsibility for the ongoing maintenance and safety of the building and its users. They also work alongside the Box Office Manager and Café Supervisor to ensure excellent customer experience at The Spring.

Further information about this role can be found in the job description. For an informal discussion about the position, please feel free to call our Executive Director, Fiona Baxter, on 023 9247 2700.

To apply for the position of Operations Manager please complete the Application Form and return it by 10am on 16<sup>th</sup> December 2024. Applications should be submitted via email to [recruitment@thespring.co.uk](mailto:recruitment@thespring.co.uk) Interviews will be held on 18<sup>th</sup> December 2024. Please also complete our anonymous Inclusion and Equality monitoring form which you can access here: <https://forms.gle/TqVivXHTG4zcMnWa6>

The Spring actively encourages applications from those who are less visible in leadership roles in the arts. We especially welcome applications from women, people with disabilities, those who identify as working class and those from ethnically diverse backgrounds. We are happy to consider flexible working proposals. Please include details in your initial application.

We look forward to receiving your application.

Best Wishes



Fiona Baxter

Co-CEO & Executive Director