

Artist Allocations Coordinator Applicants Information

About Acme

London-based charity Acme has been supporting artists in need since 1972. Over this time, we have provided thousands of artists at all stages of career with affordable studios, work/live space and a programme of artist support through residencies and awards. We support the development and production of art by reducing the practical challenges that artists face, increasing their ability to take creative risks.

Acme is the single largest provider of permanent affordable artist studios in England, supporting over 800 individual artists across 16 buildings in Greater London each year.

acme.org.uk

Acme's artist support

Acme's work is designed to have a transformational impact. Our affordable studio provision helps artists sustain their practices, while our additional support looks to help artists make career-changing breakthroughs at pivotal moments in their careers.

Working with a range of international and UK-based partners and donors, Acme supports professional development for artists at all stages of their careers through artist residencies, bursaries, mentoring and exhibition opportunities.

We are looking forward to welcoming a new Artist Allocations Coordinator to our team.



The Role

Job Title: Artist Allocations Coordinator

Reports to: Artist Allocations Manager

Salary: £30,000 per annum

Role Purpose

Assist the Artist Allocations Manager with studio vacancies, attend onsite artist viewings, respond to artist enquiries, and assist with the administration of the studio allocation process. Provide administrative support for the Artist Support department, including data and record keeping, coordinating responses for vulnerable and disabled artists, and supporting the team with new strategies for studio occupancy.



Robin Mason's studio at Acme Propeller Factory
© Hugo Glendinning, courtesy Acme Archive.

Main Duties and Key Responsibilities of Postholder

Studio allocation administration duties

- Be the first point of contact for dealing with studio allocation queries;
- Provide administrative support for the allocations process;
- Support the Artist Allocations Manager with scheduling studio viewings;
- Conduct onsite viewings of studio vacancies with prospective tenants;
- From templates, create the relevant legal agreements for occupation of studios;
- Meet artists to sign tenancy paperwork; communicate clearly the occupancy terms, policies and procedures;
- Keep accurate records of tenancy documentation;
- Keep studio and building notes up to date in consultation with the Artist Support and Property teams;
- Liaise with tenants and Acme’s Rents and Property teams to ensure the correct procedure for moving in and out of studios is followed;
- Work with the Property team to ensure studio repairs are reported and undertaken promptly;
- Monitor the provision of studio keys and request keys from the Property team for new tenants;
- Ensure that accurate records are maintained.
- Update the studio sublet and sharers lists;
- Ensure databases for tenant contacts are up to date and compliant with Acme’s Data Protection policy.

Artist Support Department Administration

- Respond to enquiries from Acme’s general email inbox (shared with the Artist Support Coordinator);
- Attend and minute take at joint Artist Support and Property departmental meetings (shared with the Property Administrator);
- Work with the Artist Support Coordinator with tenancy renewals and the annual audit of tenancy agreements; Resolve issues related to artists’ occupation of their studios, referring to colleagues as required;
- Provide administrative and research support for the Artist Support team to help develop initiatives that deliver Acme’s Strategic Plan;
- Provide cover for the Artist Support Coordinator in their absence.

Tenant Access Support

- Coordinate the Artist Support and Property team’s responses to support vulnerable artists and artists with disabilities and other health conditions;
- Be the first point of contact for artists who have questions about the accessibility of their studios, providing information about Acme’s approach to access and reasonable adjustments, and referring queries to colleagues as required;
- Maintain accurate, confidential records of tenants with access requirements, including processing access record forms and ensuring that the database is up to date;
- Coordinate with Artist Support and Property teams to book in access support studio visits for new tenants with disabilities or health conditions, and periodic check-ins for existing tenants whose circumstances may have changed.

General Duties and Tasks

- Adherence to Data Protection legislation and Health and Safety requirements;
- Attend relevant training courses with colleagues where appropriate;
- Together with other members of staff, handle general enquiries including written, phone and e-mail;
- Attend staff and departmental meetings;
- Attendance at out of hours Acme events when requested;
- Voluntary participation in Acme’s Equal Opportunities Working Party or Environmental Working Party.

To undertake such tasks as may be required by Acme that is consistent with the nature of this post. This job description reflects the current requirements of the role. As duties and responsibilities change and develop this will be reviewed and will be subject to amendment in consultation with the postholder.

Job Conditions

Full time, 5 days / 35 hours per week with the potential for one day per week working from home after completion of probationary period.

A mix between office-based work and attendance at Acme's studio sites across the Greater London area to meet current and prospective tenants unaccompanied.



Person Specification

Criteria	Essential/Desirable	How to be measured
Qualifications		
Good standard of general education to GCSE or equivalent	Essential	Application
Knowledge/Experience		
At least 1 year's administration experience	Essential	Application
Proven experience of establishing and maintaining administrative systems	Essential	Application/interview
Experience of prioritising workloads, time management and dealing with conflicting deadlines	Essential	Assessment/interview
Familiarity with artistic practices	Desirable	Application/interview
Experience of working with/supporting vulnerable adults or people with disabilities	Desirable	Application/interview
Experience of supporting a team undertaking reactive and project work	Essential	
Skills/Attributes		
Effective communication skills – written and verbal	Essential	Assessment/interview
Experience of working with a contact management database	Essential	Interview
Excellent MS Office Skills – Word and Excel including a proficiency in Outlook	Essential	Assessment

Person Specification

Skills/Attributes		
Good attention to detail	Essential	Application/interview
Ability to work independently to resolve issues which fall within the scope of the role	Essential	Interview
Strong team player able to work effectively with cross departmental colleagues and client groups	Essential	Application/interview
Ability to undertake sole site visits to meet both current and prospective artist tenants	Essential	Interview
Excellent interpersonal skills and ability to interact with a diverse range of people	Essential	Application/interview
Ability to provide a positive and professional service to artists and colleagues	Essential	Interview
Empathy with the mission, objective and values of Acme	Essential	Interview
Interest in providing opportunities and support for artists	Desirable	Interview
A commitment to diversity and equal opportunities	Essential	Interview
Eligibility		
The ability to meet UK 'right to work' requirements	Essential	Pre-employment check

Summary of Terms and Conditions

Position	Artist Allocations Coordinator
Name of employer	Acme Artists' Studios Ltd.
Place of work	<p>44 Copperfield Road, Bow, London, E3 4RR</p> <p>The office is on the 4th floor. There is a lift and access throughout.</p> <p>Your principal place of work is the Company's premises (as above). However, you may, following consultation, be required to work on either a temporary or on an indefinite basis at any premises which the Company currently has or may subsequently acquire or at any premises at which it may from time to time provide services.</p>
Salary	£30,000 per annum
Employment type	Permanent
Benefits	<ul style="list-style-type: none">• A commitment to flexible working• Annual leave 28 days plus bank holidays and discretionary Christmas closure• Enhanced sick pay, family leave pay• Pension scheme• Cycle to work scheme• Interest free season ticket loan, Childcare and Rent deposit loan• Training and development opportunities• Employee Assistance Scheme
Days and hours of work	Full time, 5 days / 35 hours per week, there is the potential for one day working from home after completion of probationary period. A mix between office-based work and attendance at Acme's studio sites across the Greater London area to meet current and prospective tenants unaccompanied.

How to Apply

To apply, please visit our website and complete the Artist Allocations Coordinator application form along with a copy of your CV: [Artist Allocations Coordinator Recruitment Form](#)

If you would prefer to make an application by video, it should be no longer than 5 minutes. In the video, please tell us:

- Your name
- Why you wish to apply for the role of Artist Allocations Coordinator, and why you are interested in working for Acme
- Outline how you meet each of the criteria in the person specification assessed at the application stage, provide specific examples of all relevant experience including voluntary work, education, skills and attributes

There is a section in the application form to submit your video.



Please note: Applicants who do not demonstrate that they meet the criteria outlined in the person specification will not be considered for the role.

The deadline for applications is **10am on Monday 10 November 2025**. In-person interviews will be held on **Monday 17 November 2025**.

Anticipated start date is January 2026.

After submitting your application you will be redirected to an anonymous Monitoring Form. Completing this form helps Acme monitor how effective we have been in communication to and attracting a diverse range of applicants, and in order to identify possible direct or indirect barriers to application. The information you share with us on this form is optional, not part of any selection process, and is kept completely separate from your application.

Unfortunately, we cannot provide feedback on unsuccessful applications.



Access Support

As a Disability Confident employer, we are committed to making our recruitment and selection practices barrier free and accessible to everyone. This includes reasonably adjusting the recruitment process for those with disabilities or long term health conditions. If you have any access requirements at any stage of the recruitment process please contact, Natasha O’Brien, HR Advisor by emailing – natasha@acme.org.uk.

Proud member of the Disability Confident Employer Scheme

As Acme is a Disability Confident employer, we commit that we will generally offer an interview to any applicant that declares they have a disability and meets the minimum criteria for the job as detailed in the person specification.

AI Usage

Acme understands the benefits of using AI. However, if you are thinking of using this tool to submit your application, we ask you to think about what value it will add. AI tools tend to lack the personal touch and authenticity we value in candidates. We encourage you showcase your unique knowledge, real life experience, skills using your own voice.

Applications perceived to be significantly supported using Artificial Intelligence (AI) such as ChatGPT to generate, cut and/or paste answers into your application without subsequent personalisation by you are likely to be scored down during the shortlisting process.

We do not use AI during our shortlisting / selection process, this is carried out by us to ensure we select the best person for the role.

ED&I Commitment

Acme exists to support the broadest possible range of artistic practice and creates opportunities for artists to develop and take greater creative risks.

We passionately believe in social equity and the benefits of diversity, seeking to support, encourage and include people, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic.

We particularly encourage applications from disabled people and those from black, Asian and minority ethnic backgrounds, as these groups are currently under-represented in the arts and cultural sectors.

Thank you!

If you have any questions about the role or any access requirements, please contact Natasha O’Brien, HR Advisor natasha@acme.org.uk or call the Acme office on [020 8891 6811](tel:02088916811).

