

Awards Development Manager 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 15 buildings in Greater London each year.

acme.org.uk



Grayson Perry at Carpenters Road, 1994/95 © Hugo Glendinning, courtesy Acme Archive.

Background

For over 24 years, Acme's Early Career Awards programme has supported artists at a pivotal stage, helping recent graduates establish sustainable careers after leaving art school. The programme provides artists with a 12-month rent-free shared studio, a programme of mentoring and skills development workshops, bursary and the opportunity to initiate public outcomes.

From October 2026, the Early Career Awards programme will relocate to a large, new studio with adjoining project space at Acme's Billet Road building in Waltham Forest. The move marks an exciting new chapter for the programme creating the opportunity to connect the early career artists with established artists working in the building and expand the cohort from the current size of four to nine artists over the coming years.

The Awards Development Manager (Maternity Cover) will lead on the delivery of the programme, supporting the 2026/27 artists' artistic and professional development. You will work closely with the Head of Artist Support on its strategic development by engaging the current partners. You will forge new art school and funding relationships to increase the number of artists supported from October 2027 onwards.



The Role

Job Title: Awards Development Manager (Maternity Cover)

Reports to: Head of Artist Support

Works closely with: Residencies & Awards Coordinator x2

Salary: £41,018 per annum pro rata

Role Purpose

To lead on the development of Acme’s Early Career Awards programme, engaging existing and new stakeholders to transform its structure and resourcing; liaise with the 2026/27 Early Career Artists to shape and deliver their 12-month programme of professional development.



Main Duties and Key Responsibilities of Postholder

Programme Development:

- With the Head of Artist Support, develop the strategy for the programme’s long-term growth and sustainability, ensuring that it aligns with Acme’s Strategic Plan and the need for career support for recent graduates;
- Engage the four existing partners with the programme’s development and its future, demonstrating its value to support their advocacy and fundraising work;
- Lead on strategies to establish the programme at Billet Road and engage with the creative communities in the building and locally;
- Identify potential partners and lead on their engagement with the goal of securing at least two new awards to begin in October 2027, cultivating partner leads for future years;
- Work with the Communications Manager on PR to promote the programme to stakeholders;
- Prepare and submit compelling cases for support and funding applications.

Programme Delivery:

- Liaise with the Early Career Artists to identify their professional developmental needs and provide individualised support through mentoring, studio visits and signposting;
- Support the Early Career Artists to realise self-organised events and outcomes in their studio spaces;
- Work with the Property team to ensure that the Early Career Artists’ studio maintained according to Acme’s health and safety guidelines;
- Manage expenditure within agreed resources to maximise the impact for the artists;
- Undertake evaluation to record the Early Career Artists’ experience and demonstrate the impact of the programme;
- Manage communications between with existing partners, including all contracting and scheduling requirements;
- Manage an inclusive and accessible selection process for the 2027/28 Early Career Artists, including developing the communications, guidance and selection materials;
- Work with the Residencies & Awards Coordinators to support applicants and partners;
- Manage the induction of the 2027/28 Early Career Artists before they begin their residency.

General Departmental Duties:

- Attend external private views / receptions and Acme events requiring occasional evening and weekend duties;
- Collaborate with the Head of Artist Support to identify opportunities for programme and policy development;
- Prepare information for management reports to Acme’s Board as required;
- Deputise for the Head of Artist Support as required in areas of departmental representation, staff management and partner liaison;
- Maintain an expert knowledge of artists, curators, galleries and institutions to provide introductions and recommendations for the Early Career Artists and the wider Residencies & Awards programme.

General Duties:

- 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 required;
- Voluntary participation in Acme’s Equal Opportunities Working Group or Acme’s Environmental Working Group.

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

Maternity Cover. Fixed Term from September 2026 to September 2027.

Part time, 2.5 days / 17.5 hours per week. There is a requirement for this role to be based in the office for at least two days a week, with attendance at the Early Career Artists' shared studio as required.



Person Specification

Criteria	Essential/Desirable	How to be measured
Programme Development / Fundraising		
Proven ability to think and plan creatively and strategically to sustain programmes long-term	Essential	Application and interview
Experience of successfully researching and preparing fundraising applications	Essential	Application and interview
Proven ability to build and maintain relationships with a range of arts, higher education and funder stakeholders	Essential	Application and interview
Experience of fundraising to support programme development	Essential	Application and interview
Project Management		
Experience of managing projects to be delivered on schedule and against agreed objectives	Essential	Application and interview
Experience of evaluating projects and using data to communicate their impact/value	Desirable	Interview
Experience of managing budgets to successfully deliver projects	Desirable	Interview
Artist Support		
Knowledge of visual artists’ experiences of higher education and/or alternative pathways to professional practice	Essential	Application and interview
Knowledge of relevant issues affecting early career visual artists and their career development	Essential	Application and interview
Knowledge of a wide range of contemporary practices, and the visual arts education, institutional and commercial sectors	Essential	Application and interview
Experience of providing artist residency or professional development or training opportunities	Desirable	Application and interview

Person Specification

Skills/Attributes		
Effective communications skills – written and verbal	Essential	Application and interview
Strong team player able to work effectively with cross departmental colleagues and client groups	Essential	Interview
Ability to work constructively to troubleshoot issues or emergencies	Essential	Interview
Ability to inspire colleagues to provide a positive and professional service to artists and colleagues	Essential	Interview
Empathy with the mission, objectives and values of Acme	Essential	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	Awards Development Manager (Maternity Cover)
Name of employer	Acme Artists' Studios Ltd.
Place of work	44 Copperfield Road, Bow, London, E3 4RR The office is on the 4th floor. There is a lift and access throughout. There is a requirement for this role to be based in the office for at least two days a week, with attendance at the Early Career Artists' shared studio as required.
Salary	£41,018 per annum pro rata
Employment type	Fixed Term September 2026 to September 2027
Benefits	• 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	Part time, 2.5 days / 17.5 hours per week.

How to Apply

To apply, please visit our website and complete [the Awards Development Manager application form](#) along with a copy of your CV.

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 Awards Development Manager and why you are interested in working for Acme
- Why your existing experience makes you a perfect fit for the role and 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 **Monday 17 August**.

Anticipated start date is September 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.

Interviews for shortlisted candidates are scheduled to take place on **Wednesday 26 August 2026**.

Unfortunately, we cannot provide feedback on unsuccessful applications.

Early Career awardees Aaron Wells and Cynthia Cruz in their studio at Warton House, 2019 © Hugo Glendinning, courtesy Acme Archive.



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).

