



FEDERATION OF BRITISH ARTISTS JOB DESCRIPTION

Job Title: Building Operations Coordinator
Hours of Work: Full time
Reports to: Director of Finance and Operations
Responsible for: Maintenance technician
Target Audiences: Landlord, The Crown Estate and its contractors, Suppliers, Cleaning contractor, other contractors, local stakeholders, staff, visitors to the galleries.
Location: Federation of British Artists, 17 Carlton House Terrace, London SW1Y 5BD

Mall Galleries | Home of the Federation of British Artists

Mall Galleries empowers artists through a not-for-profit programme of exhibitions and events, prizes and awards, with a focus on figurative art.

Located on The Mall in central London, between Buckingham Palace and Trafalgar Square, Mall Galleries offers three interlinking galleries, a cafe and shop, and is home to a unique artist-led charity.

Mall Galleries is the home of the Federation of British Artists (FBA), a visual arts charity founded in 1961. The Federation is a collective of nine leading art societies, eight of which stage annual open exhibitions at Mall Galleries. The ninth is the Hesketh Hubbard Art Society, London's largest life drawing group.

Each of the societies has a unique character or specialism within the field of contemporary figurative art:

The Royal Society of British Artists
The Royal Society of Portrait Painters
The Royal Institute of Oil Painters
The Royal Institute of Painters in Water Colours
The Royal Society of Marine Artists
The New English Art Club
The Pastel Society
The Society of Wildlife Artists
The Hesketh Hubbard Life Drawing Class

Vision:

Leader in contemporary figurative art, led by artists, for all.

Mission:

Mall Galleries empowers artists through a busy programme of exhibitions and events, prizes and awards, with a focus on figurative art.

The Building

The landlord is The Crown Estate and the FBA's home has been at the Mall Galleries since 1971. The galleries are facing The Mall in the old stable block of 17 Carlton House Terrace. Our demise is on 3 levels.

Overview

The Building Operations Coordinator manages the Mall Galleries daily operations and maintenance, serving as a liaison between users, staff, and contractors to ensure safety, compliance, and the efficient use of the space and resources.

This ensures that the operational infrastructure required to run a year-long programme is in place, which helps to grow audiences and income.

Overall Purpose of Role

The purpose of the role is

- To ensure the building meets all health and safety requirements and that the gallery and offices are well maintained.

Specific Duties

Operations and Facilities

- To maintain good working relations with the landlord, The Crown Estate, and its building management team.
- To prepare the annual maintenance plan for the building, to include fire risk assessments, logbooks, annual maintenance of equipment, etc. and ensure it is delivered.
- Maintain the company's Fire Risk Assessment logbook, ensuring completed actions are signed off and/or reviewed periodically; ensure fire training/wardens comply with requirements.
- Ensure compliance with H&S regulations and best practices, ensure that any safety concerns are addressed.
- Lead on Fire & Evacuation and Health & Safety practices, including policy review and daily implementation (e.g., fire alarm tests and training).
- Undertake regular inspections and annual testing e.g. electrical, fire.
- Maintain a physical check of building services and structures, including all public spaces.
- Maintain relationships with suppliers and contractors, ensuring high-quality services within budgetary constraints.
- Manage all building contracts and utilities (internet, telephone, waste, cleaning, utilities, office supplies, temporary licences, etc.).

- Manage the cleaning contractor, including cleaning rosters.
- Take responsibility for the daily maintenance of the galleries and swift resolution of issues.
- Manage the Maintenance Technician to ensure that issues are dealt with quickly.
- Develop and implement sustainability initiatives to reduce the organisation's environmental impact.
- Stay informed about industry trends and best practices related to sustainability.

IT – Hardware

- Manage and maintain IT equipment, processes and IT archive inventory.
- Be the main point of contact for our external IT support.
- Support external hires on IT-related questions as directed by the relevant department.
- Work closely with the external IT Support on IT matters, ensuring that IT systems are operating smoothly.

Office support

- Maintain office supplies, equipment, and IT hardware as needed.
- Ensure that new joiners have an induction to the building and Health and Safety procedures.

Finance

- Manage the Building Operations and IT capital, approving invoices for payment, maintaining strong cost control.

Events

- Provide support for the Head of Events & Venue Hire in the delivery of external exhibitions and events, contributing to briefings at the Mall Galleries.

Other

- Prepare reports as needed for senior management.
- Keep on top of industry developments and trends.
- Act as one of the key holders for emergency call out.
- You will be required to act in accordance with the provisions of the Health and Safety at Work etc. Act 1974, and to take reasonable care for the health and safety of any person in the building.
- You may be asked to carry out other duties as may arise from time to time that are commensurate with the post.

Required Skills and Qualifications

- Facilities Management Experience (listed buildings a plus)
- Strong written and verbal communication skills, essential to liaise with diverse groups.
- Ability to manage multiple tasks, prioritise effectively, and maintain attention to detail to meet deadlines.
- An optimistic, calm, and perceptive approach to resolving issues as they arise.
- A basic understanding of building systems, such as electrical, plumbing, and carpentry.
- Knowledge of IOSH/NEBOSH qualifications, or a willingness to train.

Remuneration and Benefits

- The salary for this post is set at between £27,000 to £29,000, depending on experience.
- You will receive 26 days pro rata paid annual leave plus the 3 days between Christmas and New Year
- 3% contribution to a personal pension scheme
- Staff discount on selected artworks displayed at Mall Galleries

How to Apply

To apply, please send a covering letter and your CV by email, with the job title in the subject line, to Eamonn Bambury at recruitment@mallgalleries.com

Deadline for applications – 8-12-2025

Interviews at Mall Galleries – from the 15th December

Thank you for your interest in this role. If you do not hear from us, we regret you have not been shortlisted and we wish you luck in your search for a suitable position.

The FBA is an equal opportunity employer. We welcome applications from candidates of all backgrounds, especially those underrepresented in the arts.

www.mallgalleries.org.uk