



Job Title:	Steward
Organisation:	Bidston Observatory Artistic Research Centre
Website:	bidstonobservatory.org
Reporting to:	Directorial team
Based:	Bidston Observatory, Wilding Way, Prenton, CH43 7RA
Wage:	£100 p/d, £30 overnight stay
Contract:	Freelance contract for 6 months, option to extend
Hours of Work:	2 days per week (16 hours). There may be additional hours and overnight stays available as necessary to fulfill the scope of responsibilities within the post. This post involves some weekend and evening work, on a rota basis.
Other Benefits:	On the job training, use of facilities.
Application key dates:	Submission deadline: <i>15th Feb 2023</i> Interviews: <i>Week commencing 20th Feb 2023</i>

Purpose of the post

Bidston Observatory Artistic Research Centre (BOARC) is a self-organising, communal study site. It is a not-for-profit project that focuses on providing individual users and groups with a low cost, temporary place to work and stay together; to develop projects that require time and space in a flexible, non-pressured environment.

BOARC is an autonomous space run by the people who founded it, and you would be joining as part of the small team. The Stewarding role requires a range of soft skills, practical capabilities, and hands-on health & safety duties. You will need to be responsive and flexible as part of this role, interested in the project as an experiment, as well as being aligned to the project's values. We are a LGBTQ+ team with neuro-diverse members, actively non-racist, with an accountability policy. BOARC welcomes people from diverse backgrounds. An enhanced DBS is also required, as safeguarding is an occasionally required part of this role.

How to apply:

Please send your application to: enquiries@bidstonobservatory.org before the deadline (above).

To apply, please let us know your approach to meeting the essential/desirable skills required by this position, and tell us about any prior experience you have, which relates to the main responsibilities of this job. BOARC is happy to accept applications in different medias (written letter / video / audio recording) and no format is preferred. Please keep to 2 sides of A4 or 6 mins of video/audio (max).

BOARC is a non-corporate space, which is friendly and prioritises kindness. We understand that applying for jobs entails work, so we encourage you to keep it minimal - we will simply be looking for the way you meet each point below. Thank you for taking the time to apply.

Person Specification

Essential Skills

- Strong prior knowledge and experience of alternative/autonomous spaces
- Soft skills experience – awareness of how much space to take in different circumstances and ability to prioritise BOARC's stayers' personal space needs
- Ability to understand and respond to accessibility requirements
- Experience of coordinating collaborations with other (research) organisations
- Experience of organising talks/performances/events, of working with a broad range of practitioners from fields of art, dance, philosophy, etc
- Good understanding of different modes of communication, and ability to recognise and advocate for communication preferences
- Ability to speak for, and hold, personal boundaries
- Proficient in problem-solving
- Knowledge of organisation-specific accountability procedures
- Excellent reliability and administrative skills
- IT proficiency

Desirable Skills

- Maintenance/repair skills
- Understanding of, or skills in, FLOSS/open source/libre software

Main Responsibilities

- Work with the BOARC team to cover the steward role in a shift pattern

- Take bookings, organise rooms and schedule stayers
- Take payments and handle petty cash
- Open and close the building, oversee site security
- Provide cover for up to two nights of sleep-in shifts per week
- Assist with events
- Complete daily & weekly tasks as part of the team, and handover tasks as necessary
- Liaise with the team, partner organisations and stayers
- Respond to stayers queries about using the space in a friendly, non-corporate manner respectful and understanding of personal boundaries
- Make sure health & safety requirements are being met on a daily and weekly basis. Oversee safeguarding and support the team in accountability procedures
- Support stayers and visitors by giving them orientation to the space where necessary and taking care of accessibility needs. Being well-versed in, and making stayers aware of the accountability agreement and policy
- Give talks and tours of the Observatory, welcome and host events as necessary
- Help to communicate the aims and values of BOARC. Promote events in line with BOARC ethos
- Encourage and develop partnerships with local organisations / communities

Key Behavioral Competencies

- Ability to work on own initiative, manage multiple priorities and set boundaries for social interactions
- Solves problems with positivity
- Ability to communicate with a diverse range of people, deep commitment to social inclusion and respect for difference
- Good task management and organisational skills
- Excellent communicator, non-judgemental, with the ability to work collaboratively and effectively with different people from many backgrounds.