



Join our team at The Portland Inn Project!

Role : **Studio Manager**

Organisation : **The Portland Inn Project**

Location : **Stoke On Trent, UK**

Contract: **0.6 FTE (3 days per week)**

Salary: **£29,000 FTE (Full Time Equivalent)**

Deadline : May 18, 2026 6PM

Interviews : May 27, 2026

Position Start : As soon as possible

About The Portland Inn Project:

The Portland Inn Project CIC is an arts and community led organisation making vital change towards collective justice. We are a creative arts project for a community in Stoke On Trent with an aim to achieve community cohesion, economic, social and cultural development by involving the community in development of a pioneering community space, cultural hub and social enterprise.

The Portland Inn Project is cited as an exemplar project of people-led change, in an underrepresented part of the city. Our work is about long-term sustainability, development of core and embedded skills for the future of the project and the community. We strive towards people led change and social and environmental justice for all.

Principal Purpose of the Role

The **Studio Manager** leads the day-to-day running, development and delivery of the creative studio and workshop provision at The Portland Inn Project (PIP), with a particular focus on clay and ceramics.

As the studio is currently in development as part of a wider capital project, a key focus of the role in its initial phase will be to support the set-up of the space - establishing systems, processes and working practices that enable its safe, efficient and sustainable long-term operation.

The role ensures that studio-based activity is high quality, well-managed and accessible, supporting both community engagement and the organisation's wider artistic and social ambitions. It is responsible for managing the studio/workshop space and supporting the delivery of activity within it.

Reporting to the Directors, the Studio Manager will work especially closely with the Programme Manager, as well as the Operations Manager, Finance & Compliance Manager and wider PIP team and local community members, contributing to programme development, operational delivery and financial oversight. While each role has distinct responsibilities, there is an expectation of close collaboration and flexibility, with the team supporting one another where needed to ensure the effective delivery of the overall programme.

The role is also public-facing, building partnerships, supporting participants and representing the organisation's work.

The Portland Inn Project is committed to delivering high-quality, locally responsive art and culture, and this role plays a key part in ensuring that studio activity is accessible, relevant and impactful for the community and beyond.

Working Relationship with the Programme Manager

The Studio Manager and Programme Manager work closely together to deliver a cohesive and high-quality programme.

Programme Manager: Leads on programme planning, partnerships, scheduling and coordination

Studio Manager: Leads on studio delivery, including space management, materials, making processes and participant experience

The roles are complementary and require regular communication—particularly where activity takes place in the studio. Together, they ensure that projects are well-designed, appropriately resourced and effectively delivered.

Key Responsibilities

1. Studio & Programme Delivery

- Lead the delivery of studio-based activity, with a focus on clay and ceramics
- Manage the studio/workshop space, ensuring it is safe, well-equipped and effectively organised

- Support the delivery of the wider programme in collaboration with the Programme Manager
- Contribute to the design and development of projects in response to local needs, working closely with the Directors
- Support resident and visiting artists, facilitators and participants working within the studio space
- Lead on studio-based workshops and activity that support skills development and creative engagement
- Contribute to the curation, planning and delivery of the year-round programme
- Support the development of partnerships with local organisations, education providers and creative professionals

2. Social Enterprise & Studio Development

- Develop and manage the ceramics-based social enterprise as an income-generating strand
- Oversee production, pricing, sales and distribution of products (online and in person)
- Test and develop new product lines and approaches to income generation
- Manage kiln use, firing schedules, booking systems for public use and production workflows
- Contribute to the long-term development of the studio as a sustainable creative and enterprise space

3. Operations & Facilities

- Ensure the studio and associated spaces (including the studio/workshop and Pippin) are clean, safe, organised and accessible
- Manage materials, equipment and consumables, ensuring quality and value for money
- Maintain systems for storage, stock control and replenishment
- Ensure safe operation of all equipment, including kilns
- Ensure all activity aligns with organisational policies, including health & safety and safeguarding
- Support the smooth day-to-day running of activity within the space

4. Collaboration, Community & Communication

- Work closely with the Programme Manager to deliver a coordinated and responsive programme
- Build and maintain strong relationships with local residents, participants and partners
- Manage communication and engagement through appropriate channels (e.g. social media, WhatsApp, printed materials)
- Maintain the visibility and accessibility of studio activity
- Attend and contribute to regular team meetings and bi-monthly Community Decision Making Panels

- Represent the organisation in meetings, events and public-facing contexts where appropriate

5. Monitoring, Reporting & Safeguarding

- Collect participant data, feedback and evaluation information for reporting purposes
- Report on activity, outputs and impact to the Directors
- Ensure safeguarding, health & safety and incident reporting procedures are followed at all times
- Work with the wider team to support monitoring and evaluation processes

6. Finance

- Manage the studio and social enterprise budgets, including income and expenditure
- Monitor financial performance across workshops, sales and memberships
- Ensure effective and responsible procurement of materials and resources
- Contribute to financial reporting, working with the Finance Lead and Directors
- Present updates on budget performance through regular internal meetings

General Responsibilities

- Work in line with all PIP policies and procedures (including Safeguarding, Equality & Diversity, Health & Safety, and Data Protection)
- Participate in team meetings, appraisal processes and professional development
- Undertake training as required to support the role
- Maintain clear and effective communication with the Directors, Programme Manager and wider team
- Undertake any other duties reasonably required by the Directors

Essential Skills & Experience

- Strong hands-on experience in ceramics, including kiln use
- Experience delivering creative and/or community-based programmes
- Excellent organisational and communication skills
- Experience working collaboratively with diverse groups and partners
- Ability to manage multiple priorities in a responsive environment
- Experience managing budgets and project delivery
- Commitment to community-led practice and inclusive engagement

Desirable Skills & Experience

- Experience managing a public-facing studio or workshop space
- Knowledge of Stoke-on-Trent's cultural context
- Experience with social enterprise or product development
- Experience with marketing and/or social media
- Experience working with public sector, cultural or community partners

Working Pattern: 3 days per week (Tuesday–Saturday). The applicant must be able to work regular Tuesdays, and 2 Saturdays per month. Working days to be agreed with the Directors, with flexibility required during peak delivery periods (particularly summer).

Location: This role will initially be based in Hanley, Stoke-on-Trent, working from the temporary office alongside the PIP team, with regular delivery of activity at the Pippin (adjacent to Portland Street). As the Portland Inn building is currently undergoing development, the role will transition to being based at The Portland Inn once capital works are complete (anticipated Autumn 2026).

Holidays & Benefits:

Holiday entitlement will be pro rata based on FTE, including bank holidays.

Additional benefits include:

Professional development and training opportunities

Enhanced Sick Pay

Opportunity to shape and grow a unique, trailblazing, community-led cultural space

Why Join Us: At The Portland Inn Project, we are passionate about the impact of arts and culture in community development, and we're looking for a Studio Manager who shares our passion for people-led change. This is an exciting opportunity to be a key part of a growing and dynamic organisation, where your work will directly impact our local community. You will have the chance to help shape and sustain the future of our new studio in collaboration with our team and neighbours.

You will work with a creative and dedicated team and contribute to the development of a trailblazing cultural centre that serves the needs and aspirations of the people of Stoke-on-Trent.

If required, relocation support which will be agreed in discussion with the successful applicant. This does not include any rental payments.

How to Apply:

Please send a CV and details of two references, along with (max 1000 words) details of how you match the job specification and why you would like to work with The Portland Inn Project.

Email this in one PDF to REBECCA@THEPORTLANDINNPROJECT.COM with the heading *STUDIO MANAGER*.

Deadline : MAY 18, 2026 6PM

Interviews : MAY 27, 2026

Position Start : As soon as possible

We encourage applicants from all backgrounds, and particularly welcome applications from people who are underrepresented in the arts and cultural sector.

Approach to interviews: We will undertake an in-person interview with shortlisted applicants. A set of questions will be shared in advance. The interview session will include a fee for your interview and travel expenses are offered.

We are committed to ensuring equal opportunities for all applicants, and therefore if there is anything we can do to support you in your application, then please do get in touch.