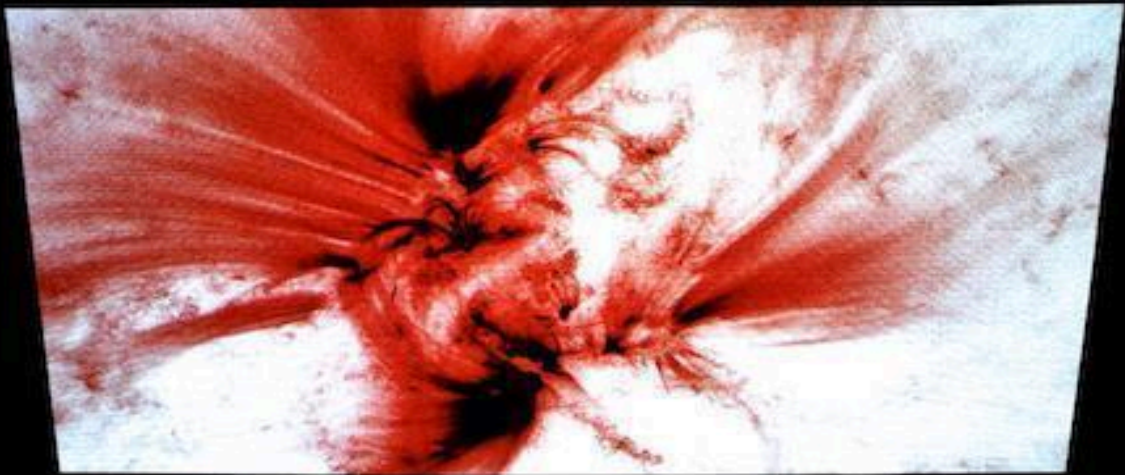


**Studio/Lab Manager  
Job Pack**



FACT Liverpool is a world-leading centre for art, film and the creative use of technology. We champion new ideas and experiences, nurturing the next generation of voices and visionaries to create a world of possibilities.

The FACT centre houses three art galleries, three cinema screens, an events/screening space, a lab for talent development and learning, a cafe, and a bar. We present a vibrant programme of contemporary art that embraces new technology and explores digital culture. Each year we welcome 250,000 visitors to our building, and collaborate with over 10,000 adults and young people through our Learning Programme, which we deliver in partnership with schools and community organisations across the Liverpool City Region. Our new Studio/Lab space and programme enables artists and creative professionals to develop their practices and careers.

**Mission:** To enrich lives and shape the future through Film, Art and Creative Technology

**Vision:** a world of possibilities


FACT is a world-leading centre for art, film and the creative use of technology. From our Liverpool home, we champion new ideas and experiences, nurturing the next generation of voices and visionaries to create a world of possibilities.

**Offer:** transformative experiences at the heart of the city

The locally-loved centre for contemporary art, film and technology. We are a friendly, social space, working with artists and people to create transformative experiences that spark the imagination and enrich lives.

## Purpose: making sense of the world today

A centre for new stories and visions, providing platforms and opportunities for people to create, listen, interact, and make sense of the world today.

 [FACT Highlights: Film, Art and Creative Technology in Liverpool](#) - youtube video link

## Our Values

**Friendly** → We are warm and welcoming, a social space for people, conversations and interaction

**Curious** → We encourage people to be curious, to question, experience new things and to find out more about the world around them

**Transformative** → We champion radical visions, diverse voices and are open to new ideas

**Responsive** → We are responsive to others and their communities, recognising our power to create and share positive change

## Team

We are a friendly hard-working team of 45 staff from differing backgrounds and experience levels, who share a passion for film, art and technology. As a place where people, art and technology meet, we value all those who are part of and share our story - the staff, the artists, and our visitors.

FACT Liverpool is structured into teams who work collectively to deliver memorable experiences for our audiences:

- ❖ Director's Office
- ❖ Programme: Exhibitions, Learning and Studio/Lab
- ❖ Marketing and Communications
- ❖ Development
- ❖ Operations: Visitor Services, Finance and Cleaning

 Everyone is Welcome

FACT Liverpool celebrates diversity in the workplace and welcomes applications from people of all backgrounds. We particularly encourage applications from individuals who identify as being/from the: Black, Asian or Global Ethnic Majority heritage, D/deaf, Disabled, Neurodivergent, differently-abled, LGBTQIA+ community, are from lower socio-economic backgrounds and/or have lived experience of racism and/or ableism.

FACT welcomes bringing the whole person to work, and we understand that each of us brings our experiences and our own uniqueness to what we do. Supporting our FACT team means they are not appointed to represent specific groups. You can read our policy for Equality, Diversity and Inclusion on our website → [www.fact.co.uk/edi](http://www.fact.co.uk/edi)

 Disability Confident

FACT Liverpool is proud to be a disability confident employer - we have committed to:

- ❖ ensure our recruitment process is inclusive and accessible
- ❖ communicating and promoting vacancies
- ❖ offering an interview to disabled people who declare they have a disability and who meet the minimum criteria for the job
- ❖ anticipating and providing reasonable adjustments as required
- ❖ supporting any existing employee who acquires a disability or long term health condition, enabling them to stay in work
- ❖ at least one activity that will make a difference for disabled people

All candidates will be asked if they wish to declare a disability on the application form for a vacancy at FACT Liverpool. You can read our Disability Confident Commitments in more detail on our website → [www.fact.co.uk/disabilityconfident](http://www.fact.co.uk/disabilityconfident)


 Environmental Sustainability

We are committed to reducing our carbon footprint through;

- Defining FACT's carbon footprint
- Measuring and calculating
- Targeted goals to reduce

## Benefits and Perks

- Company pension scheme
- Mediacash health and wellbeing package
- 24/7 telephone employee assistance
- Training, development and wellbeing programme
- Cycle to work scheme

 FACT Liverpool is not licensed to sponsor work VISAs. Applicants will need to have the Right to Work in the UK at the time of applying for a job opportunity.

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## About Studio/Lab

Studio/Lab is a creative community experimenting with digital technologies, serving as an incubator for immersive, sound, moving image, and gamified art research and production in the North West of England. Based at FACT, Studio/Lab provides members and resident artists with access to digital production tools, video editing and podcast suites, and a critical community of practice. Studio/Lab is committed to making technology inclusive, accessible and playful: we believe that creative experimentation with digital tools should be open to everyone, regardless of prior experience or background. There are currently 35 artist members working across different digital disciplines. Studio/Lab also runs several annual regional and international residencies, which are funded opportunities for small cohorts of artists to develop new projects.

### About the job

We are looking for an experienced, organised, and people-centred manager to lead the day-to-day operation and programme delivery of Studio/Lab, including responsibility for developing Studio/Lab's immersive arts and film capacity within talent development and production.

This is primarily an operational and people management role. The Studio/Lab Manager is responsible for running Studio/Lab effectively, managing a small team of producers, overseeing the programme and budget, maintaining relationships with artist members and external partners, and ensuring that Studio/Lab is a well-run, inclusive, and productive creative space. We are looking for someone who is comfortable working in a busy, hands-on environment. We value someone who can balance strategic thinking with practical delivery, and who understands that good management is what makes creative work possible.

We welcome someone with an interest in digital production technologies, such as game engines, 3D tools, or video production, and a patient, curious approach to supporting members and residency artists. The role also carries an active responsibility for developing Studio/Lab's film and immersive arts strands. We are not looking for a specialist in this area, but for someone genuinely open to developing this. The Studio/Lab Manager will work collaboratively with the FACT's Director, Head of Programme and external advisors to shape Studio/Lab's strategic direction and lead its delivery with the team.

## What to expect

### 1. Team Leadership and Management

- Manage, support, and develop the two Studio/Lab producers through regular 1:1s, clear goal-setting, timely feedback, and active day-to-day support.
- Be physically present in Studio/Lab at least four days per week, ensuring your team knows you are accessible and engaged with their work.
- Work collaboratively with your team to make programme commitments or agreeing external partnerships that will impact on their work.
- Manage freelancers as required, providing clear briefs, contracts, and timely payment.
- Work collaboratively across FACT's teams - Exhibitions, Learning, Marketing & Communications, Development, Building & Operations, Visitor Services, and Finance.

### 2. Programme Management and Delivery

- Take day-to-day operational responsibility and manage timelines for Studio/Lab's programme, including residencies, commissions, workshops, membership events, and talent development initiatives, such as Digital Crip Camp and BFI Film Academy.
- Actively build Studio/Lab's film and immersive arts capacity - supporting members working with these technologies, developing relevant partnerships, and connecting the Studio/Lab community to FACT's broader programme.

- Oversee open call processes from brief to selection to delivery, working closely with Head of Programme and Head of Development to meet funder requirements.
- Support residents and members in developing their practices, connecting them to relevant opportunities, networks, and resources.
- Ensure Studio/Lab runs smoothly as a physical creative space - including the booking systems, equipment, risk assessments, safeguarding, health and safety, membership feedback, and code of conduct.
- Maintain accurate records and contribute to evaluating and reporting on Studio/Lab's impact.
- Ensure Studio/Lab's programme upholds its values of making technology inclusive, accessible and playful - designing activities where no prior technical knowledge is assumed and access needs are actively considered.

### **3. Budget and Financial Management**

- Hold day-to-day responsibility for the Studio/Lab programme budget - tracking expenditure, commitments, and remaining funds at all times, including externally funded projects and earned income.
- Ensure all contractual payment obligations are met accurately and on time, and produce end-of-project financial reports for funders.
- Produce and manage Memorandums of Understanding (MoU), contracts, and other legal agreements for Studio/Lab partnerships and programmes.

- Seek prior Director approval for any budget overspend; work closely with FACT's Finance Manager on monthly reconciliation and forecasting.

#### **4. Membership and Community Development**

- Manage Studio/Lab's membership programme - recruitment, renewals, inductions, and member support.
- Develop and maintain a diverse, active community of artists, researchers, and technologists, with an understanding of the realities facing working artists in the North West.
- Contribute to growing earned income through memberships, facility hires, and programme fees in line with agreed targets; oversee the booking system to ensure effective member access.

#### **5. Partnerships and Funder Relationships**

- Manage day-to-day relationships with Studio/Lab's programme partners, including HEIs, cultural organisations, industry partners, and funding bodies
- Manage funder relationships jointly with the Head of Development, monitoring KPIs, producing reports, and maintaining regular contact.
- Represent FACT and Studio/Lab at relevant events and meetings, building networks locally, nationally, and internationally.

The above should not be regarded as exhaustive or inclusive as there may be other duties associated with the job that FACT will require the post holder to perform.

## Key performance indicators

- Programme consistently well-delivered - on time, on budget, and to a high standard.
- Team well-managed and productive, with a positive working environment.
- Earned income through memberships, hires, and programme fees grows in line with agreed targets.
- Members receive effective support and connection to opportunities that enhance their practice.
- Funder relationships well-managed - KPIs met and reports submitted on time.
- A measurable contribution to Studio/Lab's film and immersive arts pipeline, evidenced through member engagement with film and immersive technologies, new partnerships, or relevant programme activity.

## Who we are looking for

### Essential skills and experience

- Proven team management experience: regular 1:1s, clear feedback, effective delegation, and developing people with different working styles.
- Budget and project management: day-to-day tracking, funder reporting, processing payments, and financial decision-making.
- Experience of producing or project managing creative projects end to end: contracts, timelines, risk assessments, and reporting.

- Experience of working in a creative organisation or cultural space, comfortable with a hands-on, varied working environment.
- An interest in and some hands-on experience of digital or creative technologies, such as video production, game engines, or immersive tools. We are looking for curiosity and willingness to develop rather than deep expertise.
- Understanding of how artists work and the support they need; demonstrated commitment to equity, access, and diversity.

### Desirable skills and experience

- Knowledge of the digital arts, immersive arts, film, or moving image sectors.
- Familiarity with safeguarding in a creative or community setting.
- Experience of growing membership or earned income in a creative organisation.
- Understanding of the Liverpool and North West cultural ecology; existing networks or contacts in the sector.

### Key behavioural expertise

- Capable of managing multiple priorities simultaneously in a fast-paced, varied environment
- Confident and flexible, with genuine openness to new ideas, approaches and ways of working
- Demonstrable experience of working with people from diverse socioeconomic backgrounds and with a range of

access needs, with the cultural sensitivity and adaptability this requires

- Patient and generous in sharing skills and knowledge - particularly around technology - with people at different starting points
- High emotional intelligence: able to read a room, adjust communication style, and create conditions where participants feel safe, respected and capable
- Creative thinker and problem-solver, able to respond resourcefully to situations as they arise



## Studio/Lab Manager - Job Pack

### Job Details

<b>Job Title:</b>	Studio/Lab Manager
<b>Department:</b>	Programme
<b>Reporting to:</b>	Director, Head of Programme
<b>Responsible for:</b>	Studio/Lab Producers (Artist Development and Technology)
<b>Location:</b>	FACT Liverpool, 88 Wood Street, Liverpool L1 4DQ
<b>Salary:</b>	£33,000 per annum
<b>Hours of work:</b>	35 hours per week over 5 days (1 FTE). This may involve some weekend and evening work - hours can be flexible to accommodate
<b>Holiday entitlement:</b>	31 days in a full holiday year (pro-rata), including bank holidays rising to 33 after two years' service
<b>Pension:</b>	After 12 weeks' permanent employment, FACT will auto-enrol you onto the Company Pension Scheme
<b>Other benefits:</b>	Medicash health and wellbeing package, 24/7 employee helpline, training and development programme and cycle to work scheme
<b>Contract:</b>	12 month fixed term contract with the possibility of extension
<b>Probation</b>	This post is subject to a six-month probationary



## Studio/Lab Manager - Job Pack

**period:** period

**Key application dates:**

**Application deadline: Thursday, 23 July, 2026, 23:59**

Interviews: will be held on 30 and 31 July 2026

**How to apply:**

FACT is an equal opportunities employer and welcomes applications from people of all backgrounds. To apply;

- Upload a CV and Cover Letter via [Application Form](#)
- Complete an anonymous [Equal Opportunities Survey](#)

We accept word or pdf documents and video or audio files.

CV's and Cover Letters should be a maximum of 2 pages each.

If you require any adjustments during the application process, please email us on:

[recruitment@fact.co.uk](mailto:recruitment@fact.co.uk)