

Consultancy Brief

The Arts Depot Trust is seeking a Project Manager for the capital development project in the event of a successful application to Arts Council's Creative Foundations Fund.

The Arts Depot Trust runs out of 5 Nether Street, London N12 OGA located in North Finchley. It has agreed a 50-year lease at peppercorn rent with no break clauses for an initial 35-year period.

artsdepot is situated in a larger complex. The Head Landlord is Lazaris Properties, who sublets the Arts Centre to the London Borough of Barnet for a period of 125 years (from 2001). The Council sublets the Arts Centre to the Arts Depot Trust.

Background

The complex was built and opened in 2004. The building is almost fully accessible (the lack of one lift stops fly tower reach in the main theatre).

Since 2004 it has not had substantial investment in the fabric of the building. There have been limited/no environmental sustainability interventions other than LED lighting which is fitted in a number of spaces.

Project

artsdepot has worked with Foster Size and Wilson on completing RIBA Stage 3.

We have identified the following opportunities to consider to help us achieve our revenue and income generation objectives of growing the business:

- Infill void space in the atrium to create a new bar and new studio spaces
- Infill void space at the entrance of the building to create a new studio space
- Repurpose the bar and kitchen area on Level 3 to a new studio/education space
- Increase the number of seats in the Pentland Theatre auditorium
- Create a new space outside where the sculpture garden exists
- Reconfigure the creation space to create new office and studio space
- Reconfigure the 4th floor office space to create useable open plan space
- Replace stage mechanisms to ensure the seating is able to move again
- Installation of solar panels

There are number of items that artsdepot has identified need replacing or refurbishing and these will be by direct procurement including new dimmers, sound equipment and lift refurbishment. This will enable artsdepot to move quickly on replacing/refurbishing existing equipment that is at end of life.

Alongside the opportunities outlined above the redeveloped building will need to perform well in:

- sustainability, ensuring that its environmental impact is minimised during construction and it delivers net zero carbon use in its subsequent operation
- excellent street presence
- increasing numbers of dance and other studios.

- access, removing all possible barriers to the use of the building by anyone
- increasing the numbers of seats in the larger theatre
- improving the user experience and public facilities (i.e. better temperature control, repairing broken or worn items)
- improving the backstage facilities
- acoustic isolation of the performance and studio spaces

Opportunity

We are seeking support from a Project Manager to work with the artsdepot team on the following deliverables:

- Deliver the Arts Depot Trust capital project in a timely and cost-effective way within budget.
- Select and appoint a suitably competent building contractor via a transparent, value-for-money procurement route suited to the project's risk, programme and design status.
- Assist with the procurement and management of direct works working with artsdepot and/or as the Management Contractor.
- Draft and negotiate contract documentation under the chosen standard form with the Project Team and the building contractor(s) if required
- Ensure Project Team members and building contractors have the correct insurance, statutory compliance and duty holder coordination, maintaining safety and buildability in design and during procurement.
- Negotiate and lead the programme ensuring Arts Depot Trust can continue to function onsite during the Capital Project
- Set up and manage finance procedures and monitoring of cashflow, budget and risk against agreed targets
- Act as the Employers Agent for Arts Depot Trust
- Act as Contract Administrator for the main works
- Report to the CEO/Board of Arts Depot Trust in a timely manner

Tender requirements / assessment:

The tender will be evaluated on the basis of 30% quality and 70% price.

Quality:

- Provide 3 examples of similar recent projects demonstrating approach, methodology of delivery and key issues
- Provide CVs for project manager

Price:

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- Provide a firm price fee for the works on the basis of a 24-month appointment and estimated total project cost of circa £3.8m (£1.7m directly procured and £2.1m main contractor)

Submissions to be no more than 4 sides of A4.

Please submit your proposal including fees to Monique Deletant:
monique.deletant@artsdepot.co.uk by **10am** on **Tuesday 23 December 2025**. If you have any questions, please do not hesitate to contact Monique via email.