



Maintenance Manager Job Description

Reporting to:	Chief Operating Officer (COO)
Contract:	Full time (permanent)
Working hours:	37.5 hours per week with some late night and weekend work
Location:	London
Salary:	Up to £40,000 annum, depending on experience

Vision and mission of Ibraaz

Opened in October 2025, Ibraaz is a platform dedicated to highlighting art, culture and ideas from the Global Majority. Ibraaz aspires to be a brave space unafraid to address the issues of our time and envision a more hopeful future through the work of artists and thinkers – telling new stories, rethinking systems, and forging connections across borders.

Rooted in London yet globally attuned, the dynamic, multidisciplinary programme takes place across six floors of a striking 10,000 square foot Grade II listed building at 93 Mortimer Street. Through exhibitions, talks, screenings, music nights, and a residency structure for its library, café and bookshop, Ibraaz will bring communities and ideas together. Bridging local and global conversations to create a “gathering of gatherings”, Ibraaz will also reimagine the relationship between the digital and physical, with an online platform hosting original, multiform commissions alongside content and documentation produced from the building.

About the Role

Ibraaz is seeking a Maintenance Manager to take responsibility for the day-to-day care, safety and operational readiness of its London building.



This is a hands-on role at the centre of our organisation. You will ensure that all spaces are maintained to a high standard and are consistently ready to support exhibitions, events and public use. You will work closely with the wider team to keep the building running smoothly, safely and efficiently.

This is a key role within Ibraaz, ensuring that our building remains a welcoming, safe and fully operational space for artists, audiences and the wider community.

Based in a recently refurbished Grade II listed building in the heart of London's West End, you will be responsible for:

Main Duties and Responsibilities

- Oversee the day-to-day maintenance and upkeep of the building, ensuring all spaces are clean, functional and presentable at all times
- Carry out routine checks and preventative maintenance across all areas (lighting, HVAC, plumbing, safety systems)
- Manage and coordinate external contractors and service providers, ensuring quality and value
- Respond quickly and effectively to maintenance issues as they arise
- Ensure compliance with all health and safety regulations, including maintaining records and certifications (e.g. PAT testing, fire safety)
- Support the preparation and turnaround of spaces for exhibitions, events and public programmes
- Monitor building systems and identify areas for improvement or repair
- Work closely with the team to ensure the building supports the needs of a dynamic public programme

Person Specification

Essential

- Proven experience in building maintenance or facilities management
- Strong practical and problem-solving skills with a hands-on approach
- Good working knowledge of health and safety requirements
- Ability to manage contractors and prioritise multiple tasks
- Reliable, organised and responsive
- Comfortable working both independently and as part of a small team
- Flexible and able to respond to the needs of an active cultural programme



Desirable

- Experience working in a cultural, public or heritage space
- Basic technical skills (electrical, plumbing, AV setup support)
- PAT testing certification or willingness to train

Benefits

- 25 days' leave per annum.
- Enhanced family leave benefits.
- A pension scheme with a 6% employer contribution.
- Enhanced sick pay.