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## VACANCY AT WATFORD PALACE THEATRE

Thank you for your interest in a vacancy at Watford Palace Theatre.

The specific details of the Vacancy you are applying for are:

<b>Job Title:</b>	Buildings Maintenance Technician
<b>Application Deadline:</b>	10am, 17 <sup>th</sup> November 2021
<b>Interview Date:</b>	19th November 2021
<b>Second Interview Date:</b>	23rd November 2021
<b>Recruiting Manager:</b>	Sergio Steagall, Head of Operations & Facilities

In this pack you will find:

- The job description
- A copy of our staff structure
- An application form

If after reading through the pack you would like any more information, please contact the recruiting Manager shown above.

You can download a copy of our application form from [www.watfordpalacetheatre.co.uk](http://www.watfordpalacetheatre.co.uk) or can request a copy by emailing [admin@watfordpalacetheatre.co.uk](mailto:admin@watfordpalacetheatre.co.uk).

Details of how to submit your application are shown on the application form.

## **JOB DESCRIPTION**

Post: Buildings Maintenance Technician (Part-Time)

Reporting to: Head of Operations & Facilities

Team: Operations

### **Main purpose and scope of the post**

To be responsible for the day to day maintenance and upkeep of the Watford Palace Theatre, including the buildings and all equipment, fixtures and fittings.

### **Principal duties and responsibilities**

The post holder will carry out the following duties and others that may be reasonably required:

#### **1. Building Maintenance**

- 1.1 Oversee the general upkeep of the internal and external fabric of the buildings.
- 1.2 Undertake general repairs and maintenance or liaise with external providers and contractors where required by the Head of Operations & Facilities.
- 1.3 Undertake basic carpentry, electrical and installation work as required, including for special projects where appropriate.
- 1.4 Be responsible for the operation, testing and maintenance of all building equipment including plant and safety systems, whether carried out internally or externally, as well as maintaining and developing the "Planned Preventative Maintenance System".
- 1.5 Assist the Head of Operations & Facilities in overseeing the security, cleanliness and tidiness of all areas of the building/s.
- 1.6 Ensure an effective system of communication is operated whereby maintenance issues can be reported by staff on a timely basis.
- 1.7 Keep relevant records and paperwork up-to-date.
- 1.8 Take part in ensuring Building Health and Safety standards are met including conducting Risk Assessments and enforcing any actions.
- 1.9 Liaise with the Head of Production on any issues which require the assistance of Production staff or overlap with Production team responsibilities.
- 1.10 Ensure that any person proposing to use any equipment unattended is competent to do so.

- 1.11 Order tools, materials and supplies as required and within budgets agreed with the Head of Operations & Facilities.
- 1.12 Liaise and support the Production team to ensure the correct setup for events, community activities and special performances through the Front of House, rehearsal rooms and public spaces.

## **2. General**

- 2.1 Undertake staff development activity as required.
- 2.2 Work closely with colleagues to ensure the smooth-running of the building.
- 2.3 Support colleagues in other teams in the running of a range of special events, including hires of the building, press nights and community activities.
- 2.4 Ensure that all Palace policies are observed in every area of their work.
- 2.5 Actively support and promote the Palace's commitment to diversity and equal opportunities in every area of the Theatre's work.

*This job description is subject to review*

### **Person Specification**

#### *Essential*

- Maintenance skills including electrics, plumbing, painting and decorating and carpentry
- Understanding of mechanical and electrical equipment
- Basic computer literacy or willingness to undertake training
- Understanding of the role of Health and Safety in a building
- Willing to undertake basic First Aid training if not currently qualified
- Practical and hands-on approach
- Efficient and organised
- Good communication skills
- Ability to understand and analyse technical information
- Ability to think logically and analyse problems

#### *Desirable*

- Qualification in electrics (qualification to IEE 18<sup>th</sup> Edition Regulations is preferred, but not essential)
- Experience of working within a public building
- Experience in building equipment operation and maintenance
- Experience of computerised Building Maintenance Systems
- Conversant with H & S legislation and reporting such as COSHH and RIDDOR
- Trained in First Aid
- Interest in theatre

## **TERMS OF EMPLOYMENT**

**Salary:** £22,000 per annum - **pro rata for 20 hours per week**

**Period of contract:** Part-time, permanent, including a three month probationary period.

**Hours:** 20 hours per week; preferred hours are 8:00 – 12:00, Monday to Friday but there will be some discretion as mutually agreed with the Head of Operations and Facilities

**Holiday:** 21 days per year (plus public holidays)

**Notice Period:** 1 month