

Maintenance Technician

BROMLEY **CHURCHILL THEATRE**

Job Description
Person Specification

June 2019

The Churchill Theatre Bromley is one of 12 venues within HQ Theatres & Hospitality's (HQT&H) current portfolio of regional theatres and concert halls. HQT&H currently manages 18 auditoria on behalf of local authorities, with capacities ranging from a 200 seat arts centre to a 2,400 seated/standing theatre. Last year HQT&H programmed a total of 2,354 shows, which attracted attendances of over 1.5 million.

HQ Theatres & Hospitality (HQT&H), the UK's second-largest venue operator, is a division of Qdos Entertainment Ltd, one of the largest entertainment Groups in Europe.

The Churchill Theatre Bromley is one of the South East's leading live entertainment venues, welcoming over 200,000 customers through its doors every year. It has enjoyed a reputation and legacy for launching major productions for national tour and West End transfer. Bromley Premieres in 2019 include *Club Tropicana*, *Elma the Patchwork Elephant*, *The Picture of Dorian Gray*, *Little Miss Sunshine*, *An Inspector Calls*, *Curtains* and *We Will Rock You*. Bromley Premieres and touring shows provide a comprehensive mix of plays, musicals, opera, dance, pantomime, family shows, stand-up comedy and concerts.

The Churchill Theatre boasts a spacious, comfortable auditorium that seats 781 people, a newly refurbished studio space that seats up to 90 people, and extensive technical facilities, including rehearsal spaces and a workshop. Following a major investment programme in 2017, the Restaurant and Lounge were launched. The Lounge is a flexible new space for entertainment, hospitality and private hire.

The theatre's outreach programme, run by the Creative Learning department, encourages local people to unlock their creative and artistic potential. It includes regular classes for young people and adults in theatre, musical theatre, dance and magic, associate classes, work experience opportunities and the annual Summer Youth Project.

Employment type:	Full Time
Salary:	c. £25k dependent on experience, ability and potential
Hours:	40 per week over 5 days out of 7, subject to variation to meet business requirements. Working hours may include evenings, weekends and Bank Holidays.
Work location:	You will be based at The Churchill Theatre Bromley and may be required to travel to and work at other HQT&H venues. Approved travel expenses will be reimbursed.
Purpose of the role:	To carry out routine maintenance and planned preventive maintenance to maintain the building. Working within and meeting all regulatory Health & Safety guidelines.
Our ideal candidate:	Whilst willing to take direction is happy to work alone.
For an informal discussion contact:	Chris Glover, Theatre Director 020 8290 8229 / cglover@churchilltheatre.co.uk

Closing date: Wednesday 12 June 2019, 5pm

How to apply: Send a completed application form, available from our website churchilltheatre.co.uk, to careers@churchilltheatre.co.uk with a covering letter telling us why you think you are suited to this role, why it interests you and how we will benefit from having you on board!

HQ Values

Innovation – as a business we are on a continuous journey of improvement. We are looking for someone who embraces change and is always looking out for new ideas.

Commitment – we are looking for someone to deliver a first-class service to internal and external customers.

Accountability – we are looking for someone with a ‘can-do’ attitude, to take ownership of tasks and see them through to the end and lead a safe working environment.

Responsive – as a business we listen, we learn, we act. We are looking for someone who not only responds to requests and problems, but exceeds expectation with the solution they present.

Engaged – we are looking for someone to get involved with making the Churchill Theatre a great venue to work at and visit.

REPORTING

You will report directly to the Technical & Building Manager.

KEY ACCOUNTABILITIES

To support the achievement of the Churchill Theatre's artistic, commercial and customer service objectives and targets by ensuring that all maintenance matters are promptly and efficiently completed within budgetary constraints and to a high standard.

Operations

- Responsibility for daily lamp round and general maintenance of auditorium lighting, as directed by the Technical and Building Manager.
- As directed by the Technical and Building Manager, to ensure that all PAT testing and Risk Assessments are carried out on a regular, agreed basis.
- To complete any other delegated task that may assist the Churchill Theatre in achieving its business, artistic and customer service objectives.
- To proactively liaise with the local council's planned preventative maintenance provider in order to ensure that all facilities remain serviceable and safe, whilst minimising the effect on the operation of the building.
- To implement in person planned preventive maintenance and running maintenance procedures to cover:
 - Low voltage light and small power systems
 - Daily lamp rounds
 - Ventilation and air conditioning systems
 - General plumbing services
 - Joinery
 - Painting and decorating
 - General maintenance
 - Assistance to the Technical and Building Manager in planning a maintenance schedule, co-ordinating maintenance cover and overseeing maintenance contracts and contractors
- A directed by the Technical and Building Manager, responsibility for the ordering of materials and services required in accordance with Churchill Theatre's approved procedures.
- To obtain quotations and specific technical information relating to all maintenance matters.
- To cover Stage Door during lunch breaks as required.
- To supervise contractors to ensure that all entertainment licensing requirements are compiled within budget and to schedule

Health & Safety

- To ensure that all maintenance work is safe and complies with current entertainments licensing, fire, building and Health and Safety legislations.
- To adhere to all Health and Safety procedures to minimise the risk of injury and accidents.

Training and Development

- Undertake training and development relevant to the successful execution of the job role.

Other Responsibilities

- Dress in accordance with Company uniform policy and wear protective clothing where issued and instructed.
- Attend meetings as required.

This Job Description is not an exhaustive description of your duties. You will be required to adopt a flexible approach to your role and responsibilities. In particular, from time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience and capabilities.

PERSON SPECIFICATION

In order to be considered for this post you will need to evidence and demonstrate:

Essential

- Experience in sourcing and overseeing maintenance and service contracts.
- Physically fit and be able to lift and carry light items of equipment and furniture.
- Able to use and maintain basic power tools.
- Good written and verbal communication skills
- Proven ability to respond

Skills

- A basic level of IT skills is required eg Outlook, Word, Excel and comfortable with placing place orders online.

Attitude

- A strong customer service focus and a genuine desire to deliver an excellent experience, every time.
- A 'can-do' attitude and a positive, flexible approach to the job role, work colleagues and peers.
- A presentable, professional and approachable manner which sets an example for others to follow.
- Willing to work flexible hours including evenings, weekends and Bank Holidays.

Desirable

- Experience in theatre environment.
- Formal Health and Safety training to an intermediate standard, e.g. "Safety at Work".
- Plumbing or Electrical trade experience.
- Formal qualification in a trade.
- Clean driving licence.