

Venue Porter

BROMLEY **CHURCHILL THEATRE**

Job Description

Person Specification

January 2019

The Churchill Theatre 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 in Bromley has been one of the South East's leading live entertainment venues, welcoming over 150,000 customers through its doors every year.

An eclectic programme features a popular array of top-quality musicals, drama, comedy, dance, family shows, one night events, and world-class pantomime. The theatre is proud to present many 'Bromley Premiere' shows, allowing audiences to see brand new productions prior to the West End or National tour.

Employment type: Full Time

Salary: £17,680 p.a.

Hours: 40 per week over 5 days out of 7, subject to variation to meet business requirements. Working hours will include evenings, weekends and Bank Holidays.

Work location: You will be based at the Churchill Theatre and may be required to travel to and work at other HQT&H venues. Approved travel expenses will be reimbursed.

Purpose of the role: The post of Venue Porter assists with the smooth operation of the entire venue and is responsible for day to day portering of furniture, stock and other necessary items in order to maintain venue standards and business needs.

Our ideal candidate: The ideal candidate for the Venue Porter position will have a positive attitude, be able to follow instruction as well as work under their own initiative.

Closing date: 5pm, 17 January 2019

How to apply: Download an application form from www.churchilltheatre.co.uk and send with a covering letter to careers@churchilltheatre.co.uk telling us why you think you are suited to this role, why it interests you and how we'll benefit from having you on board!

REPORTING

The Venue Porter reports directly to the Hospitality Managers.

KEY ACCOUNTABILITIES

- Manage the preparation and setting up of all ancillary spaces, as directed.
- Move furniture and equipment as and when required and directed, with assistance where required.
- Receive, check, sign for and store all deliveries to the building in the appropriate areas.
- Ensure all storage areas and cupboards are kept clean, fully stocked and organised.
- Stock WC facilities throughout the building as directed.
- Ensure maintenance cleaning tasks are carried out as instructed and to required standards.
- Use all materials and equipment issued as instructed, following COSHH guidelines.
- Assist in maintaining the exterior areas of the building, including sweeping, litter picking, weeding and hosing down if necessary.
- Report any faults, damage or hazardous situations immediately, following Health & Safety policy guidelines.
- As a key holder, undertake unlocking, opening and securing of the venue as required and instructed.
- Adherence to all Group and Theatre Health & Safety at Work procedures, to minimise the risk of injury and accidents, personal and to others, including following all security procedures for the venue.
- Other related duties as may from time to time be reasonably required by the Deputy General Manager.

Recruitment, Training and Development

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

Other Duties and 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

- This role requires the successful candidate to be well presented and professional at all times;
- A can-do attitude;
- Reliable and able to use own initiative;
- Able to carry out regular lone and assisted lifting tasks;
- Able to receive and act upon instructions within set timeframes;
- Literacy, computer literacy and numeracy as appropriate to the requirements of the Post;
- Ability to respond flexibly to changing business needs and demands, and to work calmly and effectively under pressure;
- Willing to work flexible hours including evenings, weekends and Bank Holidays as the business requires;
- A desire to offer excellent customer service;
- A positive attitude towards visual appearance, cleanliness and health and safety;