

BUILDING FACILITIES MANAGER

Building Facilities Manager

Thank you for your interest in the Building Operations Manager post at Watford Palace Theatre.

Please find a job description and some background information enclosed.

How to Apply:

Please complete a Watford Palace Theatre application form and send it to:

Samantha Ford
Administrator and PA to the Executive Team
Watford Palace Theatre
20 Clarendon Road, Watford, WD17 1JZ
Email: admin@watfordpalacetheatre.co.uk

Deadline for applications is midday on: **Thursday 21st July 2016**

It is anticipated that interviews will be held on the following dates:

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|---------------------------|----------------------------------|
| First Interviews: | 25th July 2016 |
| Second Interviews: | 28th July 2016 |

If you require further information or would like to discuss the post in more detail, please contact Jamie Arden, Executive Director at jamiea@watfordpalacetheatre.co.uk

We look forward to receiving your application and thank you for your interest in Watford Palace Theatre.

Background information

Watford Palace Theatre is a 21st Century producing theatre which works across the art forms of theatre, dance, comedy and outdoor arts.

Watford Palace is a beautiful Edwardian 600-seat Theatre. The organisation receives core revenue funding from Arts Council England as one of their key National Portfolio Organisations within the region and is the premiere producing Theatre in Hertfordshire. The organisation also receives strong partnership support from Watford Borough Council, with whom it has a successful working relationship delivering cultural opportunities for all.

The venue produces high quality theatre productions and co-productions both in Watford and at partner venues further afield, with an emphasis on new work, cultural diversity, as well as reworked classics. Each season consists of a combination of in-house productions and co-productions, visiting productions and a range of one-off presentations of world class comedy and dance to attract the widest possible audiences. Seasons also include a range of films and 'live' and 'as live' broadcasts from the Royal National Theatre through to the Royal Opera House.

The Theatre is at the heart of Watford's community and offers a variety of participatory activities including Youth Theatre, a range of cultural celebrations, large scale community productions and workshops for young people and adults, as well as playing a leadership role in the cultural life of the town and the wider region.

The building is also home to two resident/associate companies, Rifco Arts and Tiata Fahodzi and a series of Creative Associates including writers Timberlake Wertenbaker, Gary Owen and Charlotte Keatley as well as Movement Directors Shona Morris and Kate Flatt.

JOB DESCRIPTION

Post: Building Facilities Manager

Team: Operations

Reporting to: Executive Director

Line manages: Maintenance Technician

JOB DESCRIPTION

Main Purposes of the Job

The BUILDING FACILITIES MANAGER is responsible for the day to day facilities management, running and upkeep of the Company's main building encompassing:

- the main 600 seat Edwardian Theatre auditorium
- rehearsal room
- Bars
- Offices
- private backstage areas
- Public spaces

S/he is also responsible for maximising revenue from space hire, when it is not being used by the Company. S/he reports to the Executive Director and is a member of the management team.

MAIN DUTIES AND RESPONSIBILITIES

Including but not limited to:

- Operational responsibility for the day to day running of the main building.
- Maintaining the building to standards set by the Company, including appointing and supervising contracted-outsourced services, such as for maintenance and IT.
- Acting as designated premises supervisor and key holder, and main contact for out of hours key holding company.
- Managing an in house Maintenance Technician.
- Planning and implementing a rolling programme of maintenance and repair.
- Managing relevant Building repair and maintenance budgets
- Negotiating efficiency savings on matters such as insurance, rates and utilities
- Lead contact for managing office infrastructure, including IT and office furniture

- Organise and manage regular tests of the fire alarm, fire exits and fire safety equipment, oversee effective training in fire and evacuation procedures across the company.
- Devising and implementing a range of Company-wide policies and procedures, including health and safety, emergency, security
- Taking lead responsibility for ensuring a pro-active and consistent approach to H&S issues across the entire organisation, chairing and co-ordinating the Health and Safety committee and regularly liaising with the health and safety co-ordinators in all areas of the buildings.
- Scheduling use of the building's spaces taking account of the Company's operational requirements and the need to generate income from commercial hires.
- Maximising income from ancillary activity such as space hire, for which an annual income target is set.
- Representing the Company in neighbourhood and relevant professional forums
- Organisational support for one-off events, which may take place on or off-site
- Attending occasional staff meetings, training sessions and other events, which may take place outside normal working hours
- At all times carrying out duties and responsibilities with regard to Watford Palace Theatre's policies and procedures, details of which are available from the Administrator.
- Support the Executive Producer with a range of projects arising 2016-2017, which includes the development of new Production Workshop facilities and a re-visioning of the public spaces (Front of House and Bar areas).
- Leading the Company's efforts to minimise the environmental impact of our activities, monitoring that impact and providing reports as required
- Any other duties as may be reasonably required

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment.

PERSON SPECIFICATION

Watford Palace Theatre comprises a team of highly skilled and committed people. All staff members are expected to contribute as appropriate to the Company's success and engage in the life of the Company and the building.

Essential requirements:

- Relevant experience, preferably in a building-based organisation to which the public has access
- Proven skills in facilities management
- Practical skills and experience relating to day to day maintenance issues
- Technically minded with experience of modern building equipment and systems
- Good negotiation skills and experience of letting and managing a variety of contracted services
- Ability to set and maintain high standards for building maintenance and customer services (internal and external)
- Enthusiastic supporter of environmental sustainability initiatives
- Ability to manage staff and budgets
- Proven ability to maximise income, particularly from trading activities
- Knowledge and experience of good practice in relation to issues such as personnel and equality of opportunity
- Organisational and time management skills
- Good communication skills, especially in person
- A flexible, 'can-do' attitude, able and willing to be hands on
- Strong team player
- Able to work outside of core office hours when necessary

TERMS OF EMPLOYMENT

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| Salary: | Dependent on skills and experience but anticipated to be up to £28,000 per annum |
| Period of contract: | Permanent, including a three month probationary period during which time the notice period required by either party is two weeks. |
| Notice Period: | Subsequent to satisfactory review, the notice period is increased to 2 months. |
| Hours: | 40 hours per week. Normal office hours are 10am until 6pm. The post holder will be required to work some evenings and weekends (an informal TOIL system operates). |
| Holiday: | 28 days per annum, 8 of which are on UK Public Holidays |
| Tickets: | Staff are entitled to complimentary tickets for some productions taking place at the Palace Theatre. If appointed please see the staff handbook for the latest details |