

Facilities Manager Action Transport Theatre



About Us

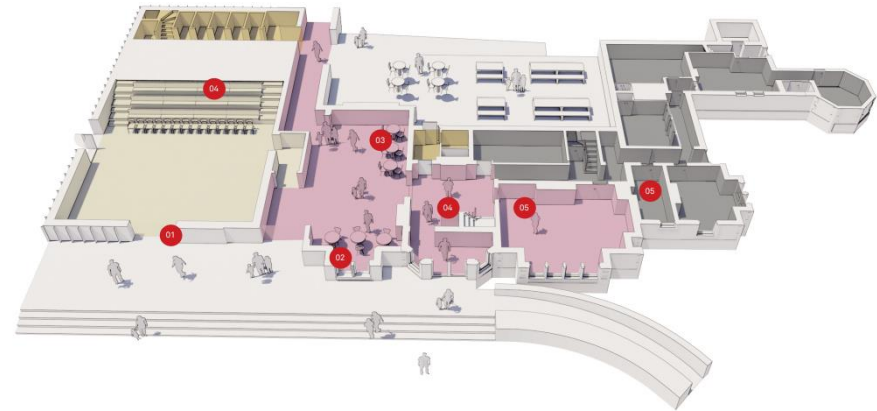
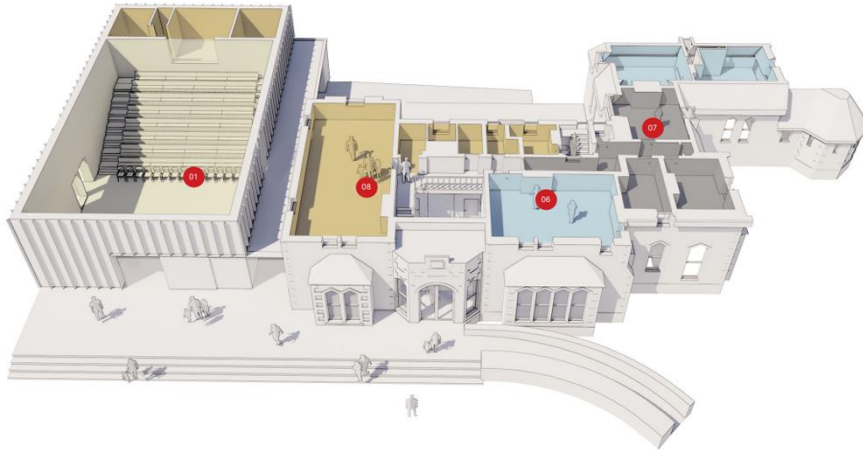
Action Transport Theatre (ATT) is an Arts Council NPO based in Ellesmere Port, Cheshire. We work with children and young people as creative collaborators, to make professional and aspirational theatre which we share locally, regionally, nationally and internationally. We have established unique processes of making new theatre by putting young people at the heart of all our work.

We develop new professional productions for traditional and non-traditional spaces and share our learning to ensure that the voices and creativity of young people contribute to the richness and diversity of our theatre landscape.

This is an exciting time for ATT and a unique moment to join our growing organisation - with a £2.8M capital re-development of 'Whitby Hall' under way. It's transformation into a state-of-the-art arts and cultural centre in the middle of beautiful Whitby Park, will secure the future of ATT's work for, by and with children, young people and families in Ellesmere Port.

As well as a home from which to create, support and develop theatre for audiences regionally and nationally. Our venue will include a 150-seat flexible theatre space, a café, workshop and rehearsal spaces and office spaces for our own team and for partner organisations and tenants.

This new role of **Facilities Manager** will have overall responsibility for management of the building and facilities and will be part of the project management team who support the move back into the new venue in Spring 2021.



About the role

We are looking for someone with a background in facilities and/or building management with experience of managing a public facing building including maintenance of spaces, equipment, and plant.

Knowledge and experience of compliance management and Health & Safety at work legislation is essential. You'll have leadership skills and be able to manage staff, freelancers and contractual partners.

You'll take both a community-facing and a commercial approach to how we use the building - finding creative ways to balance our need to generate income from the hire of spaces with our desire to make sure our values and mission influence our decisions about programming and building-based partnerships.

You will be passionate about environmental sustainability with ideas for how we can increase our environmental responsibility.

You will line manage and work closely with the Production Manager who is responsible for the operation of main theatre space and for supporting all ATT projects and productions with technical and stage management expertise. You'll also be responsible for new building-based roles such as cleaner and caretaker

You will have some degree of technical skills (e.g. AV, digital, sound, IT) and will be able to support the partners and customers who hire spaces within the venue with a degree of technical event support. Training can also be provided.

If you also have experience of Technical Theatre or Theatre production this would be real bonus, but this isn't essential criteria.

Facilities Manager - Terms

Salary	£28,000-£30,000 FTE
Hours	0.8 (28 hours)
Holiday	25 days (pro rata)

Initially this is fixed term post till March 2023 - with the intention to extend, funding dependant.

Reports to:

The Executive Director

Responsible for:

Production manager, casual staff, building based roles inc. cleaner and caretaker

Benefits:

- A 5% pension contribution;
- An employee assistance programme with access to wellbeing and health support;
- We have a progressive approach to flexible working;



Key roles/tasks

- Support the transition back into the new venue - liaising with the Capital project management team during the 'fit-out' period (est. March-July 2021) to support us to be ready to open to the public from summer 2021;
- Provide leadership and line management of other facilities and technical staff including the Production manager, cleaner, caretaker, FOH/volunteer supervisor and casual technicians;
- Create and embed new operational systems (including front of house rotas, weekly comms/meetings, servicing reviews, cycles of maintenance) to enable the smooth running of the new building;
- Liaise with the Executive Director to manage our lease relationship with CWaC the company's landlord;
- Procure external contractors relating to building maintenance and security and manage contracts;
- Facilitate the hiring of spaces at Whitby Hall with the support of the company administrator. Developing income-generating opportunities and managing systems and practices for utilising and hiring of resources to maximise income, including contract negotiations and the management of the SLA for the new café with the chosen café-partner. Supported by the Executive Director and the Company Administrator;
- Develop and manage Health and Safety policy, compliance, procedures, maintenance and day to day management of the new venue to ensure the effective and safe working of internal and external staff, audiences and participants as required including skilled, unskilled and trainee personnel who are working in or using the building;
- Create and implement risk assessments for compliant, safe working and best practice of building use/ security;

- Manage and monitor the building maintenance and facilities of the venue including heating/cooling systems, Fire prevention, alarm systems, lighting and emergency lighting systems, Water distribution and hygiene, Waste disposal services, cleaning services, Internet connectivity CCTV systems or other security;
- Facilitate or undertake general housekeeping/repairs;
- Work with Producer and Production Manager to manage the companies own needs for space (for productions, participation and events);
- Maintain building security protocols;
- Coordinate front of house rotas and staffing, performing some front of house duties when required, to support the safety and comfort of the public during opening hours;
- Be a keyholder and manage other keyholders for the venue including emergency call out protocols;
- Manage and control appropriate stocks of supplies and necessary equipment. Working with the Administrator to ensure the smooth day to day running of the organisation and premises;
- Manage delegated building/facilities budgets;
- Lead on the Environmental policy and action plan for the new venue - including the use of Julies bicycle as a tool to monitor building usage and environmental impact;
- Ensure the security of the building by researching and implementing various security measures, such as surveillance cameras or security staff members;
- Manage the facility requirements and technical event needs of hires and tenants of the building and provide operational support for delegated programmes and building based events (eg. Film club/ NT live / low tech visiting shows. Working closely with the Production Manager to make best use of capacity and expertise;

Person Specification

- The Facilities manager will promote the company principles of diversity, equality and inclusion;
- The list of responsibilities is not exhaustive and may be reviewed from time to time by the Board, in consultation with the post holder;
- The appointee may be required to perform duties outside of this job description, as operationally required and at the discretion of the Board;

Essential	Desirable
Proven leadership skills and the ability to successfully manage and lead facilities, technical and casual staff.	Experience of capital projects or fit outs of new spaces/venues
Facilities Management experience including building maintenance.	Facilities management experience in an arts or theatre venue
Evidence of the skills and knowledge required to manage the facility requirements of hires and tenants of the building.	A successful track record of supporting venues to generate income through use of space/hires
Evidence of technical skills and knowledge relating to supporting public events and venue hires with digital, AV, sound, IT	A good knowledge of technical theatre for small scale theatre eg ability to read lighting plans and ground plans

Experience of procuring and contract managing external services relating to building maintenance such as cleaning, waste disposal, security, repairs etc	Experience of leading on environmental action plans and data collection and analysis relating to environmental impact (eg Julies bicycle)
Able to demonstrate continual development and/or an up-to-date training record regarding Health and Safety legislation and practice	
Ability to use best value measures to manage budgets and reduce costs where possible	Technical theatre qualification
A commitment to environmental responsibility	Facilities management qualification
Proven ability to, and experience of, working collaboratively with creative teams.	
Knowledge of, and commitment to appropriate Health and Safety rules and regs	
Experience of producing, monitoring and amending Risk Assessments	
Good communication skills with colleagues and clients with the ability to lead internal meetings	
Attention to details, planning and organisational skills	
Strong IT skills, including familiarity with Microsoft office software and applications.	
Financial planning and budgeting skills	
Basic maintenance or repair skills that enable completion of smaller maintenance jobs	

Self-starting	

How to apply

- Complete the online form (<https://forms.office.com/r/3Y8JywAgSm>) and submit it no later than 6pm on the 5th December 2021;
- Interviews will take place on the 16th December 2021 in Ellesmere Port;
- We hope to include a venue tour on this day with interviews immediately afterward - so you may be required for the full day;

Further information

- <http://www.actiontransporttheatre.org/>
- <https://www.facebook.com/ActionTransportTheatre/>
- <https://www.instagram.com/actiontransporttheatre/>
- <https://twitter.com/ATTtweet>