

**Job Description**

**Job Title:** Facilities Manager

**Responsible to:** Executive Director

**Hours:** 40 (5 days)

**Holidays:** 24 days per annum + 8 days public holiday (pro rata)

**Salary:** £27,000 per annum

**Job Summary:**

To take responsibility for the safe and smooth operation of the theatre. To be responsible for the overall facilities management of the theatre building and all external premises. To work closely with the Production and Technical Manager and the Customer Services Manager to ensure maximum operational effectiveness and efficiency.

**The Context:**

Theatre Royal Wakefield operates as both a producing and a receiving house.

The Theatre also provides a varied programme of professional and amateur performances, and has a thriving Performance Academy. The Theatre seats 499 and delivers in excess of 240 performances each year over a 46-week season. In 2022, 68,218 people visited the theatre to see a show/live event. The Participation team works with a wide range of young people throughout the district, and we produce an annual youth musical as the opening production of the season with over 45 participants each year.

In recent years the Theatre has significantly developed and diversified its activities, and has changed and adapted its business model to meet the challenges resulting from reductions in public sector funding. Despite being a relatively small company (current turnover c.£2million), the Theatre is a major player in the cultural life of Wakefield District.

**Our mission**

To develop new creative opportunities and experiences both within the theatre building, throughout the wider community and on tour, encouraging high quality engagement across a broad sector of the Performing Arts.

**Our Vision / Our Purpose**

We transform lives in our local community through giving everyone opportunities for vibrant and engaging performing arts experiences.

We are the only professional theatre in the Wakefield District and serving our local community is a key driver for all our work.

**Values**

* We believe in the transformative impact of all parts of the performing arts
* We care about what we do and each other
* We are straightforward and helpful
* We go the extra mile to be welcoming and accessible
* We consider the environmental impact of our work

**Strategic Objectives**

What will Theatre Royal Wakefield focus on achieving in the next 3 years?

1. Financial stability
2. Creative programme development
3. Engagement with local communities, deepening and widening our reach
4. Develop the Theatre for the 21st century – investing in our building and equipment

These aims are co-dependent and stem from a strategic approach to creative programme development, which underpins our plans for audience development & marketing, participation and fundraising

In recent years Theatre Royal Wakefield has significantly developed and diversified its activities, and has changed and adapted its business model to meet the challenges resulting from reductions in public sector funding.

This is a key position within the Senior Management Team, with the ability to make an important contribution to successfully delivering our operations and achieving the theatre’s vision.

**Building Management**

* Ensures compliance with all legal obligations and licensing requirements including: Public Entertainment, Health and Safety, Hygiene and Disability Discrimination Act
* Keeping the organisation updated on the latest legislative and licensing requirements
* Responsible for all aspects of the management, development and maintenance of the theatre building and all external premises
* Promotes and monitors Health and Safety within the building, including provision of adequate first aid and fire evacuation procedures and responsibility for building related risk assessments
* Responsible for the maintenance and repairs of all areas of the theatre building and external premises, ensure the general appearance and upkeep of Front of House and Back of House areas is maintained.
* Monitors and manages the performance and costs of cleaning and maintenance operations
* Responsible for the security of the building
* Organize the opening and locking up of the building
* Ensures that competitive quotes, best practice and best value for money are achieved for all areas under the post holder’s control
* Orders supplies and monitors stock of all areas under the post holder’s control
* Responsible for working with energy brokers to secure the best deals for all utilities
* Supports the Head of Finance and Executive Director on insurance renewals related to the building
* Sources and manages all contractors’ work within the theatre building and external premises, including maintenance contracts and annual renewals
* Supports capital projects, minor or major as appropriate

**Health and Safety**

* To lead on Health and Safety compliance, policy and procedures, risk assessments and method statements, in conjunction with all staff and especially the Production and Technical Manager and Customer Services Manager.
* Conducts all planned inspections and routine checks on health and safety and security
* To report to the Executive Director on such matters including the maintenance, certification and management of all technical items as required under H&S legislation.

**Information Technology (IT)**

* Work closely with third party providers to manage the operation and maintenance of all IT systems, including the office network, box office and finance systems.
* Manage the operation and maintenance of the phone system

**Events**

* Oversee the delivery of private hires ensuring staff and resources are in place.
* Work with the Communications Team to promote event and space hires
* Provide hands on event support for all teams, assisting with preparation and resources, set-up, running and strike of events of all types.
* Work with the Development Team to support the delivery of Theatre Royal Wakefield’s fundraising events programme designed to increase the theatre’s network of supporters.

**Other**

* You may be called out to attend the building or respond to building issues outside your normal working hours.
* To contribute to Theatre Royal Wakefield’s ‘Green Team’ and to champion environmental sustainability and measurement of our activities against the Theatre Green Book.
* Contribute to the general running of the administrative offices including answering phones and establishing and maintaining clear filing and archiving systems.
* Attend performances at Theatre Royal Wakefield and elsewhere, as appropriate.
* Undertake any other reasonable duties and attend meetings as required

**Success Criteria**

* Excellent Health & Safety compliance
* Building and equipment maintenance
* Delivery within budget parameters

**Responsibilities of all Staff Members:**

1. To be aware of the work of other departments in the achievement of Wakefield Theatre Trust’s strategic aims and objectives.
2. To take an active part in communicating and co-operating with other staff and other departments.
3. To follow approved guidelines, policies and procedures established by the Trust in relation to financial management and personnel records.
4. To work in accordance with the trust’s approved Equal Opportunities Policy.
5. To be aware of, and comply with, all rules and legislation pertaining to Health and Safety at work.
6. To take part in such working groups and committees or sub-committees as may be necessary for the proper fulfilment of the Trust’s strategic aims and objectives.

**Facilities Manager**

Theatre Royal Wakefield – Person Specification

**Essential**

* Experience of managing the maintenance and operation of buildings
* Experienced in risk assessment writing and review
* Experience and working understanding of facilities management
* Extensive knowledge of safety and workplace legislation
* Strong organisational skills and the ability to prioritize workload
* Ability to work to deadlines and under pressure
* Ability to work collaboratively with others to achieve team goals
* IT literate, with experience in using excel, word and outlook
* Self-motivated and resourceful with a positive outlook
* Adaptable, flexible, with a calm, practical approach
* Overview of operational security systems
* Willing to work flexible hours including some early mornings, evenings, weekends and Bank Holidays

**Desirable**

* Experience of setting and managing budgets and financial projections to ensure best use of resources through prioritisation and planning
* Health and Safety qualification (IOSH / NCRQ / NEBOSH)
* Practical skills and ability to complete low level maintenance requirements
* An understanding of accident and incident management reporting
* An understanding of security requirements in a theatre environment
* Operational theatre management
* Working in an operational role within a historic listed building
* Passionate about live performance and the arts in general

**Terms and Conditions**

* There is a 3 month probationary period during which the post holder must demonstrate a satisfactory level of competence
* Notice period 1 month during probation, 3 months thereafter
* The post is pensionable under the Workplace Pension Regulations

Theatre Royal Wakefield welcomes and encourages applications from everyone regardless of their age, sex, race, religion or belief, sexual orientation, gender identity, ethnicity, disability or nationality.

We are a PiPA (Parents and Carers in Performing Arts) partner. PiPA enables and empower parents, carers and employers to achieve sustainable change in attitudes and practices in order to attract, support and retain a more diverse and flexible workforce. We are always happy to discuss solutions that allow people to balance their caring responsibilities with their working lives, for example through job shares or flexible working arrangements.

Deadline for applications: 12noon Monday 8 April 2024

Interviews will be held in week commencing 15 April 2024