

## **THEATRE FACILITIES MANAGER**

### **JOB DESCRIPTION**

<b>Salary:</b>	In the range of £33-35K
<b>Terms:</b>	Permanent Position
<b>Hours:</b>	35 hours per week across Monday to Sunday Most typically between 8am–6pm, Mon-Fri
<b>Reports to:</b>	Director of Productions with a dotted line reporting to Deputy Head of Stage
<b>Location:</b>	Bridge Theatre, 3 Potters Fields Park, SE1 2SG

We are looking for a Theatre Facilities Manager to join the Bridge Theatre to manage the building systems on site. This role is open to those with a technical mindset and eager to learn new systems. Full training will be provided but a background working practically and basic experience working on technical systems is essential. The Theatre Facilities Manager will be a core role that ensures the smooth running of the building.

You may have experience in facilities, production, operations or project management but are interested in applying your skills here. We are interested in people from varied backgrounds who understand how a theatre runs and want to engage with building management here at the Bridge Theatre.

#### **PURPOSE OF THE ROLE:**

- Manage policies and strategy regarding all building systems
- Liaising and coordinating with the estate team of One Tower Bridge
- Arrange planned preventative maintenance
- Perform basic reactive maintenance as required
- Administratively, financially, and practically manage all facilities on site
- Work closely with other departments and managers at the theatre to ensure smooth running of the building.
- Review contracts and perform procurement processes where necessary

#### **TASKS:**

- Weekly life safety systems testing (e.g. fire alarm, sprinklers etc)
- HVAC monitoring and troubleshooting using the BMS system
- Perform reactive maintenance as noted by wider teams (e.g. basic plumbing, carpentry, painting)
- Book planned maintenance as indicated by PPM contracts
- Budget management and long-term planning of finances in relation to required works
- Environmental impact reporting and improve sustainability for the venue
- Booking contractors and working with them on site in all facilities systems
- Review maintenance contracts and manage procurement where necessary
- Act as a keyholder and attend the theatre out of hours where necessary
- Risk assess all work in facilities and ensure high health and safety standards

- Attend theatre operations meetings and collaborate with departments on the management of the theatre
- Plan building improvement works as finances and schedules allow

You will be responsible for the management of the following systems:

- HVAC (Heating, Ventilation and Cooling)
- Life safety: Fire Alarm, Sprinklers, Smoke Extract
- Security: Door Access, CCTV, Intruder Alarm, Keys
- Electrical: Main building intake and distribution
- Plumbing: Water supplies, Drainage
- Access: Lifts, Doors, Shutters
- BMS (Building Management System)
- General Maintenance: Carpentry, Painting, Fixings
- IT and Networking
- Environment Impact: Carbon Footprint, Waste Management, Sustainable Procurement

You will work closely with all departments to deliver this. The role is partially desk-based and partially hands on. You will be responsible for the above in all aspects including external contracting, software management, health and safety, finance, scheduling, and all associated administrative elements.

### **Person Specification:**

- Proactive attitude and excellent problem-solving skills
- Good interpersonal skills – ability to communicate with contractors, stakeholders and senior members of staff
- Tenacity and dispute resolution skills
- Proven ability to prioritise in a busy environment
- Understanding of Health and Safety management and risk assessment
- A technical mindset
- Minimum 3 years' experience working in facilities, operations or production
- Experience of working in a theatre
- Financial and budgetary experience
- Good written and numerical skills
- Basic practical skills and experience