**Door Supervisor**

JOB DESCRIPTION

Salary: £12.00 per hour

Terms: Fixed Term Contract from 1 July to 28 August (with the possibility to renew on a production-by-production basis)

Hours: 40 hours per week, Monday to Saturday

Holiday: Accrued at 12.07% of hours worked

Reports to:House Manager

Location:Bridge Theatre, 3 Potters Fields Park, SE1 2SG

**ABOUT LONDON THEATRE COMPANY**

London Theatre Company is a commercial theatre producing company led by Nicholas Hytner, Tim Levy and Nick Starr, with an emphasis on new work. Our intention is to create a culture, ethos and economic model that supports writers, directors, designers and actors to work at scale in a space that is complementary to those of the subsidised theatre and West End. A new theatre in King’s Cross is currently in development.

**ABOUT THE BRIDGE THEATRE**

The Bridge is London Theatre Company’s first new theatre. It has a stunning riverside location on the south bank of the Thames, right by Tower Bridge and five minutes’ walk from the transport hub of London Bridge station. It is designed by Haworth Tompkins, winners of the 2014 RIBA Stirling Prize for Liverpool’s Everyman Theatre. It has 900+ seats and can be configured in end-stage, thrust and promenade formats.

The Bridge opened for the first time in October 2017, and since then has produced a variety of plays, including A German Life, a one-woman show starring Maggie Smith, and A Midsummer Night’s Dream, an immersive reimagining of Shakespeare’s classic. My Name is Lucy Barton, performed by Laura Linney, opened on Broadway in January 2020.

**ABOUT THIS ROLE**

The Bridge Theatre is looking for an experienced Door Supervisor to join the team for our run of The Southbury Child.

The Door Supervisor will assist the Front of House team in the theatre’s day to day security operations, ensuring the safety and security of the building, patrons and staff. This role will be a front facing customer service role working on our main doors and within the theatre itself. You will play a key part in ensuring our customers are made to feel welcome and secure.

This role will work 6 days a week Monday – Saturday. Shifts are generally in the evening except on Wednesdays and Saturdays which will start in the afternoon. This role is for people who have the right qualifications and are looking to join an exciting, fast paced customer service role.

**DUTIES AND RESPONSIBILITIES**

* To be responsible for the Bridge Theatre’s day to day security operations
* To conduct bag searches of patrons entering the venue
* To ensure customers and visitors are directed to the appropriate area of the theatre, and to be a warm, engaging, and friendly welcome to the venue
* To ensure the safety and security of the building (both back of house and front of house)
* To undertake perimeter checks
* To respond to any escalated security incidents
* To assist the Duty Managers and front of house team in safety procedures including safe and effective evacuation and invacuation in the event of an emergency situation
* To liaise and coordinate with the security team of One Tower Bridge and surrounding businesses when required
* To ensure fire exits are operational and well maintained
* To ensure Physical Intervention and new Security Industry Authority training is up to date
* To monitor levels of security and to be in communication with the Duty Manager with any concerns
* To create daily reports of the security shift in progress
* To deal with enquiries made by the public or staff and to maintain a visible profile during incoming, interval, and outgoing
* To respond to incidents and emergency situations, such as first aid and security incidents and taking action where appropriate
* To undertake any other tasks as required of you by the Duty Manager and the theatre
* To log any incidents that may occur are recorded accurately and reported to the correct people
* To have an understanding of the needs and requirements of our audience
* To be knowledgeable of London Theatre Company, its directors and its programming schedule
* Keeping up to date with The Bridge Theatre’s evacuation plans and security policy

**Person Specification:**

Essential:

● Valid and in date S.I.A Door Supervisor licence

● Excellent interpersonal and communication skills

● Experience of working in a public facing environment

● A thorough understanding of security risk assessments and security management

● A familiarity with safety procedures

● Excellent customer service skills

● Well presented

● To have sound judgement and a proactive approach to conflict resolution

Desirable:

● Experience of working in an arts venue

● An interest in the theatre industry

● Experience of working with high profile guests

* First Aid Qualification

**HOW TO APPLY**

To apply: please email [recruitment@londontheatrecompany.co.uk](mailto:recruitment@londontheatrecompany.co.uk) with your CV and covering letter about why you would like to be considered for the position. We also ask that you complete an Equal Opportunities Monitoring Form either via [this link](https://app.smartsheet.com/b/form/ce9fa991bce74e5b97d70bbcd434ee47) or via our website.

**Deadline for applications:** 19 June 2022 at 5pm

Interviews will take place in the week beginning 20 June (the first round will most likely take place over video call).

This role has a start date of **July 1 2022**

For more information, including Application Form and Equal Opportunities Monitoring Form please visit [www.bridgetheatre.co.uk](http://www.bridgetheatre.co.uk/work-with-us/) or email [recruitment@londontheatrecompany.co.uk](mailto:recruitment@londontheatrecompany.co.uk)

If you have any queries, please contact [recruitment@londontheatrecompany.co.uk](mailto:recruitment@londontheatrecompany.co.uk)

*We are an equal opportunities employer and value diversity. We encourage applicants from different backgrounds and different experiences.*