



ROYAL EXCHANGE THEATRE

JOB DESCRIPTION

Job Title: Facilities & Maintenance Technician
Department: Visitor Experience and Operations
Responsible to: Head of Facilities

INTRODUCTION TO THE ROYAL EXCHANGE THEATRE

The Royal Exchange Theatre sits at the heart of Manchester's culturally dynamic city centre. We are one of the largest and most compelling producing theatre companies in the UK commissioning, creating, and developing original and ambitious theatre in our two permanent theatre spaces - a 750 seat in-the-round space and a 90-seat flexible studio space – as well as throughout the building, across the city and beyond. We have additional space in the Northern Quarter area of the city, Swan Street, which houses our Production Workshop where we design and build all our theatre sets. As well as the workshop, Swan Street also contains another rehearsal/studio space and the theatre's vast Costume Hire Department housing thousands of its on-stage costumes

JOB SUMMARY

To provide a high quality, general facilities coordination and maintenance service, under the supervision of the Head of Facilities, to ensure the efficient and effective operation of The Royal Exchange Theatre's portfolio of buildings, and the health, safety, security and comfort of all users. In all instances to work with a proactive, responsive, dynamic, efficient and flexible attitude.

MAIN DUTIES AND RESPONSIBILITIES

Maintenance

- Carry out regular inspections of all premises in order to identify remedial measures and improvements.
- Help coordinate and carry out planned and reactive maintenance across all our properties. This could include basic plumbing, joinery, lighting and decoration tasks.
- Play an active role in carrying out reactive maintenance on the Theatre's Evac drainage system (for which training will be provided).
- Maintain accurate records of all reactive and planned maintenance repairs, inspections and tests, and of all remedial actions taken.
- Provide an occasional On-Call response (along with the Head of Facilities).

- Respond quickly to reports of maintenance issues, and to initiate an appropriate response including escalation where appropriate.
- Assist the Head of Facilities in the day to day coordination of contractors engaged by the Theatre, for the purposes of maintenance, repairs and project work.
- Ensure that adequate stock of consumables and critical parts is maintained.
- Assist the Head of Facilities in maintaining departmental budgets, offering suggestions to maximise sustainability and minimise expenditure wherever possible.

Environment, Health, Safety & Welfare

- Be responsible for the maintenance and cleaning of all plant rooms, workshops and any other areas within the department, keeping them clean, tidy, organised and safe in accordance with relevant Health and Safety legislation.
- Help the Head of Facilities and the Director of Operations with Management of workplace Health & Safety, carrying out basic Risk Assessments and coordinating remedial actions where appropriate.
- Assist with basic operation and monitoring of all plant (including boilers, air conditioning and Evac plumbing system).
- Work, at all times, in a way that actively helps the Theatre maintain a high standard of environmental awareness. This could include minimising waste, careful selection of materials and carefully coordinating waste disposal.
- Actively help the Head of Facilities maintain high levels of security at all times.

Events & Hires

- Assist with the set-up, running and set-down of any events as appropriate, including the arrangement of furniture and equipment.
- Undertake training and development as required in order to meet personal and business needs.
- Undertake any other reasonable duties, commensurate with the level of the post so as to ensure the smooth running of the organisation.

DUTIES AND RESPONSIBILITIES OF ALL STAFF

- Be aware of the work of other departments in the achievement of the Royal Exchange Theatre's aims and to take an active part in communicating and co-operating with other staff and departments
- Assist as appropriate with projects and events initiated or managed by other departments (including but not limited to Events & Hires, Participation and Learning, Development, Marketing).
- Work in accordance with the Equality and Diversity policy of the Royal Exchange Theatre and to participate in the achievement of the theatre's Diversity action plan.
- Undertake training and development as required in order to meet personal and business needs.

- Be aware of, and comply with, rules and legislation pertaining to Health and Safety at work and to abide by the procedures as set out in the Health and Safety policy
- Abide by other guidelines, procedures and policies provided by the company
- Take part in such working groups and committees as might from time to time be required for the fulfilment of departmental or company aims.

Note

This job description will be reviewed on an annual basis and updated as appropriate.

CRITERIA	ESSENTIAL	DESIRABLE
SKILLS / ABILITIES	<ul style="list-style-type: none"> • Flexible and adaptable approach • Ability to deliver and maintain a high standard of work • Excellent interpersonal skills • Ability to establish effective working relationships • Ability to read and understand working drawings and plans • A highly organised approach • Strong practical mathematics skills 	
KNOWLEDGE	<ul style="list-style-type: none"> • Understanding of relevant Health & Safety legislation • Good understanding of all maintenance trades 	<ul style="list-style-type: none"> • Excellent practical understanding of relevant Health & Safety legislation and knowledge of energy management and sustainability
QUALIFICATIONS, TRAINING AND EDUCATION	<ul style="list-style-type: none"> • Vocational training or experience in relevant areas such as plumbing, carpentry, electrics 	<ul style="list-style-type: none"> • IOSH Working Safely or equivalent • Working at Height and Manual Handling training
EXPERIENCE	<ul style="list-style-type: none"> • Maintenance work (joinery, decoration, plumbing, basic electrics). 	<ul style="list-style-type: none"> • Experience of working in a public facing environment • Experience working in a listed building
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Computer literate in Microsoft Office 	<ul style="list-style-type: none"> • High level of ability using Microsoft Word, Outlook and Excel. • Experience using CAD (or similar) drawing applications