The Shakespeare North Playhouse is a unique new arts venue, opening in the summer of 2022. It will present a vibrant contemporary cultural and learning programme featuring home co-produced and visiting performances, as well as comedy, music, community work, hire and events and a range of education and training activities.

The Shakespeare North Trust (SNT) is the operator of the new Shakespeare North Playhouse in Prescot, Knowsley.

We are looking for a Maintenance Officer who under the direction of The Head of Technical and Facilities will be responsible for ensuring that the day-to-day maintenance tasks of Shakespeare North Playhouse are carried out, ensuring that the building is presented to the highest standards and is always safe for use by staff and visitors.

**Overall purpose of the role**

This is an exciting opportunity for experienced Maintenance Officer to deliver the maintenance support for the smooth and professional running of all aspects of Shakespeare North Playhouse’s work. The post-holder will take responsibility for general building repairs and redecoration of the venue as required. They will carry out regular checks on systems such as the Fire Alarm, CCTV, intruder alarm system, electrical systems, water, gas, heating and ventilation systems. They will work within budgets assigned to them by the Head of Technical and Facilities.

They will assist in the record keeping and management of all health and safety documentation related to the building.

The post holder will be a key operational member of the Technical and Facilities team and will work all areas of the business as required. They will be a key holder and at times act as building duty manager. They will need to work with and supervise other staff assigned to work with them, casual staff and contractors.

**Place of Work**

The future place of work will be Shakespeare North Playhouse in Prescot, Knowsley. Temporary premises may be in use prior to the opening of the theatre. Occasionally
work will be required at alternative locations including partners with whom Shakespeare North co-produces.

**Reporting Relationships**

The post-holder will report to the Head of Technical and Facilities for Shakespeare North Trust and be a key member of Technical and Facilities team.

**Salary and Hours of work**

Shakespeare North’s full-time employees work a 40 hour week normally over 5 days. Due to the nature of this role flexibility will be required particularly around the event programme and hours will operate on an averaged system. The Company will give consideration to a flexible working arrangement, providing that the requirements of the role can be delivered to a high standard.

The full-time salary will be circa £22,000 per annum, depending on skills and experience.

**Key Responsibilities**

- Ensure that the tasks assigned in the Planned Preventive Maintenance program are completed, these will include water testing, in service electrical testing, fire alarm tests and emergency generator and lighting tests.
- Work with external contractors for the provision of specialist servicing to include but not limited to HVAC, Fire systems, Security system, CCTV, Door Access, Water and Plumbing.
- Supervise and liaise with the cleaning contractor and provide support in the ordering, delivery and storage of resources and consumables.
- Carry out work associated with, the general maintenance and legal compliance of the building and its estate.
- Set up equipment and room furniture as required for productions and events as required.
- Be a key holder and work on an assigned and reactive work schedule.
- Actively participate in the health and safety requirements of Shakespeare North Playhouse include the writing or assisting in writing risk assessments, method statements and completion of other associated health and safety paperwork.
- Ensure all equipment is used and stored safely.
- Ensure the workplace adheres to health and safety requirements and maintain an excellent standard of housekeeping.
- Undertake any other reasonable duties, commensurate with the level of the post to ensure the smooth running of Shakespeare North Playhouse.
PERSON SPECIFICATION

Essential

- Strong, proven experience in building maintenance.
- Up to date knowledge of BMS control, HVAC, Fire detection and alarms, CCTV, Security Alarms, Door access systems.
- Up to date knowledge of health and safety legislation and regulations.
- Experience in implementing health and safety requirements and risk assessments.
- Ability to use computer systems such as Microsoft 365.
- Excellent interpersonal skills, able to communicate clearly and consistently with all theatre, event space users and visitors.
- Confident in manual-handling/heavy lifting of equipment, working at height and able to do so safely.
- Confident in working independently but also willing to collaborate across many departments and work as part of a team.
- Ability to work flexible hours including evenings, overnight and weekends as required.
- A passion and commitment to the Arts.

This job description is intended as a guide to the duties expected of the post-holder. These duties may be reviewed from time to time to meet the needs of the business. This job description is not contractual.