



The Crescent Theatre | Sheepcote Street | Brindleyplace | Birmingham | B16 8AE

Person Specification and Job Description

Building Maintenance Technician

The Crescent Theatre was established in 1932 as a theatre company for members and is the largest amateur theatre company in the West Midlands. Our building is part of Brindleyplace and hosts three performance spaces comprising the Main House, Ron Barber Studio & Lowrie Bar. From 2024 we will also be operating the Old Rep Theatre with its 385 seater auditorium. As well as our in-house company; the buildings plays host to a variety of professional and amateur companies producing a range of productions including Drama, Dance, Music & Film. We also have meeting and rehearsal rooms and hold conferences. We have a thriving membership of around 250 members who make up our Crescent Theatre Company, producing between 10 - 15 performances per year. The sustainability of the company depends on the success of our extensive external hire operations, which contribute the greater proportion of our income.

Job Objectives

We are now looking for a Maintenance Technician who is sympathetic to the needs of an amateur theatre company but is also able to provide efficient and effective facilities support to the Crescent Theatre and Old Rep Theatre, ensuring that general appearance and repairs to the buildings and grounds are maintained in accordance with the required standards, and to support the theatre staff in the smooth operation of the building .

Reporting to the Theatre Manager

The following section outlines a more detailed, but not exhaustive, description of the duties pertinent to this post.

Key responsibilities

Health and safety/ Security

- To carry out weekly and monthly checks such as fire alarm tests and legionella management including maintaining appropriate records.
- To open and close the building on occasion as required, and set alarm.
- To deal with Fire alarm activations as required, and to assist with planned evacuations.
- To report emergencies in the case of faults with gas, electric and water supply to the Technical Manager as a matter of urgency.
- To attend to, where necessary, personnel visiting the site such as contractors, representatives of utilities (gas, electric) and monitor any work being carried.
- To carry out site inductions for contractors, and to ensure that contractors are working safely.

Maintenance and Repair

Painting and Decorating

- Making good paint work e.g. touching up scratch damage.
- To undertake repairs, projects and redecoration tasks as appropriate.
- To be able to undertake a schedule of refurbishment, operating to the required standard within set time scales.

Joinery

- First line maintenance of fixtures and fittings.
- Minor repairs as a temporary measure.
- Minor repairs to fixtures and fittings such as replacing locks.
- Minor repairs to furniture, replacing doors, door furniture and window catches.
- Minor improvements such as the erection of small shelves, display and notice boards.

- Advise and/or undertake, where appropriate, renovation projects.

Plumbing

- Isolation or emergency repair to leaks or burst pipes.
- Removal of spillages and resultant stains from floors and other surfaces.
- Unblocking sinks, traps and waste pipes.
- Replacing washers and making required adjustments to taps.
- Basic repairs to water and drainage pipework as required.
- To carry out preventative maintenance and ensure that gullies, drains, etc are kept free from debris.

Electrical

- Change Lamps, Tubes, bulbs as required.
- Reset power distribution, fuses as required.
- Change plugs as required.
- Make safe damaged electrical equipment, isolate, repair or remove as required.
- Repair failed emergency lights including replacing batteries or entire fittings.
- Plan and Install additional power within levels of competency.

General Duties

- To undertake portering tasks as required, including setting up and clearing away furniture, taking in deliveries and assisting theatre staff with moving large or heavy items.
- To dispose of waste material in a safe, hygienic manner, ensuring that it is available for collection as required.
- To ensure that maintenance contractors complete the required log books, providing work sheets for the services undertaken.
- To provide excellent customer service skills to all building users.

Generic

- To undergo any training/professional development required in order to perform the duties and responsibilities of this post efficiently and effectively.

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the Theatre Manager.
- Be aware of and support equal opportunities for all and appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.

Other Duties

Carry out any other tasks which may reasonably be assigned by the Theatre Manager or Board of Management.

Act as Building Supervisor for basic hires such as rehearsals or workshops.

Ensure all theatre property and equipment is used/stored/returned/maintained/cleaned to a satisfactory standard at all times.

Terms and Conditions

The Post holder will be expected to adopt a flexible approach to the requirements of the position, including honouring the theatre's commitments outside normal working hours and public holidays as and when necessary.

The probationary period will be six months.

Person Specification

Experience

Experience gained within a hands on technical, maintenance and supervisory context is essential

Theatre background

Intellect

Can suggest and where appropriate implement solutions appropriate to the situation.

Gathers facts and analyses situations in accurate and organised fashion.

Demonstrates creative and imaginative response to problem solving

Motivation

Is proactive with the ability to react positively to unexpected circumstances.

Takes responsibility for work issues and problems of a technical nature

Initiates and implements improvements to work processes and practices individually and for those reporting to them

Understands the organisational goals and direction and sees that they fit with own.

Drive

Is energetic and enthusiastic.

Committed to the role, the organisation and to the employees

Confronts and overcomes obstacles to progress

Organisation

Has ability to plan workload but remain flexible for others and for themselves.

Meets deadlines and displays strong administrative and organisational skills.

Demonstrates a capability to balance competing demands.

Teamwork

Maintains the confidence and mutual respect of colleagues at all levels

Is able to lead teams to work collectively towards objectives.

Creates open and supportive team climate.

Judgement

Can think and act rationally and maturely.

Can weigh up information, issues and evidence and draw balanced conclusions.

Is able to learn from experience.

Knows when to ask for support and advice

Credibility and Communication

Projects appropriate professional image.

Speaks clearly and persuasively when interacting with internal and external people.

Keeps the Theatre Manager informed of progress or difficulties.

Is able to seek advice to the Theatre Manager if they feel unsure about how to deal with difficult situations or Health & Safety matters.

Resilience

Remains balanced and rational in dealing with others at all times.

This job description is to be used as part of the Staff handbook and in conjunction with the Contract of employment.

REPORTS TO: Theatre Manager

HOURS: 0 hours per week

RATE: £12.05 per hour