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| Job title: | **Maintenance Technician** |
| Responsible to: | Operations and Access Manager |
| Salary: | £11.52 per hour |
| Responsible for: | None |
| Key Relationships: | Head Of Production, Technical Manager and Production & Technical Team, Front of House Manager, Catering Manager, Duty Managers, University of Derby Estates Team |
| Budget Responsibility: | None |
| Hours: | Part time, 20-28 hours per week, working from 8am Monday to Friday. Evenings, weekends and bank holiday by agreement, worked as overtime or TOIL.  TOIL and overtime are managed and paid in accordance with the UK Theatre / BECTU agreement and the Derby Theatre House Agreement. |
| Holiday: | 28 days per annum, including Bank Holidays, rising to 33 days after five years. |
| Pension: | Derby Theatre operates a contributory pension scheme provided by NEST. |
| Probation: | This post is subject to a six-month probationary period. |
| Notice: | One week during probationary period, one month thereafter. |
| Benefit: | Complimentary or discounted tickets to selected shows (non-transferable and subject to availability), childcare vouchers scheme, free travel on University of Derby buses, Derbion discount app offering discounts at a wide range of stores. |
| Terms: | In accordance with UK Theatre / BECTU and the Derby Theatre House Agreement. |

**Purpose of Post**

You will be assisting the Operations and Access Manager with the day-to-day presentation of Derby Theatre, focusing on tasks and items that have an impact on customer experience. The role will involve day-to-day maintenance of fixtures, fittings and furniture.

You will be working front-of-house, in the auditorium and backstage.

You will make sure that the Derby Theatre building meets the needs of all its users as efficiently, safely, and cost-effectively as possible whilst ensuring compliance with relevant policies and procedures.

**Key responsibilities**

**Premises:**

* To work alongside the duty team, to ensure regular and statutory building tasks are completed.
* To monitor systems to ensure that all tasks are logged and monitored, for example fire extinguisher checks, fire alarm and refuge system testing, emergency and building lighting checks, exit routes, fault reporting.
* To use the finance system to raise requisitions and purchase orders for work.
* To actively check, update and respond to reported maintenance issues logged on Duty Management and Show Reports or through the Maintenance Management System ensuring timely feedback to all requests.
* To be a key holder.
* To proactively undertake any general repairs and redecoration and work with the Operations and Access Manager, to schedule maintenance activities and liaise with the University Estates team.
* Undertake PAT and emergency lighting testing.
* Monitor the building control systems to ensure services are performing appropriately and report any issues to the Operations and Access Manager.
* Reactive maintenance: monitor facilities, log breakdowns on CAFM system, schedule and undertake work or supervise third party sub-contractors as required.
* Under the direction of the Operations and Access Manager and in conjunction with the University Estates team, monitor and update the PPM schedule and monitor building maintenance contracts.
* To monitor BMS ad HVAC systems for the theatre, as well as weekly BMS programming, as and when required.
* Grit carpark/entrances when required.

**Health and Safety:**

* To assist with evacuations and evacuation training as necessary.
* Under the guidance and direction of the Operations and Access Manager to ensure all maintenance work carried out is covered by Health & Safety legislation, implementing safe systems of work as required.
* Maintain an up-to-date knowledge of relevant Health and Safety legislation applicable to the role and to take part in relevant training as and when required.
* To monitor risk assessments relevant to the building’s activities and to monitor compliance with approved risk assessments and method statements by third party contractors, reporting any issues to the Head of Production and Premises.
* Load compliance certificates onto the UoD CAFM system.

**Other duties**

* To support Derby Theatre’s Environmental Policy.
* To liaise with allocated technical staff in the completion of both planned and reactive maintenance.
* On occasion, undertake duty responsibility for the premises when they are used by Derby Theatre or by external hirers outside normal working hours e.g., evenings and weekends (this will be by agreement and in addition to the core ours).
* To assist, when required, with the set-up of the building for each day’s activities, including porter duties (e.g., moving furniture and equipment) and basic technical duties (e.g., setting up laptop and projector).
* To assist with, when required, transportation between sites (e.g., moving items to and from our Rehearsal Studios)
* On occasion, as and when required, to provide assistance to the wider technical team, and to provide support to other Derby Theatre departments e.g., Front of House foyer installations.
* To attend staff meetings as and when required.

**General**

* To keep up to date with developments in the industry as they relate to your role, and to contribute to the overall development of the department and organisation.
* To take an active role in the team and staff, and to attend team, departmental or cross-organisation meetings as required.
* Ensure that Derby Theatre policies, procedures and ethos are observed in every area of the department’s work, and to ensure that General Data Protection Regulations are adhered to as they relate to your role. To contribute to the development of departmental policies and practices.
* To act always in the best interests of Derby Theatre, always protecting intellectual property and confidential information.
* To carry out any other duties as may reasonably be required from time to time, commensurate with the level of the post.
* We expect all Derby Theatre staff to work in a flexible manner to effectively deliver their role and in line with the objectives of the company, including the Learning Theatre model, Equality and Diversity, and Sustainability.
* The job description for this position may be reviewed and amended to incorporate the future needs of the department and the organisation.

This job description is intended as a guide to the nature of the work required it this position, it is neither wholly comprehensive nor restrictive and is subject to review.

**PERSON SPECIFICATION**

| **Criteria** | **Essential/Desirable** | **Method of Assessment** |
| --- | --- | --- |
| **Knowledge, Skills & Competencies** |  |  |
| Be multi-skilled, with working knowledge of and, the ability to carry out routine planned and reactive maintenance tasks such as plant checks, basic plumbing and decorating jobs | Essential | Application, interview, task |
| Competent in performing minor electrical works, e.g., re-lamping, changing plug top | Essential | Application, interview, task |
| An ability and competence to work at height | Essential | Application, interview |
| Ladders Association qualification and harness training | Desirable | Application |
| A competence and ability to use a range of tools and essential maintenance equipment | Essential | Application, interview |
| Working knowledge of M&E systems and controls | Essential | Application, interview |
| IT literate, including experience of Microsoft Office applications | Essential | Application |
| Working knowledge of relevant health and safety regulations, including risk assessment relevant to the role | Essential | Application |
| Excellent time and workload management skills | Essential | Interview, task |
| Suitable building maintenance training | Desirable | Application, interview |
| Electrical qualifications | Desirable | Application |
| The ability to read and interpret CAD/schematic drawings. | Desirable | Application / Interview |
| A knowledge and understanding of technical theatre | Desirable | Interview |
| Formal Health & Safety Qualification/Training e.g., IOSH or equivalent | Essential | Interview |
| First Aid certificate | Desirable | Interview |
| Full clean driving licence | Desirable | Application |
| **Experience** |  |  |
| Previous experience in a maintenance capacity | Essential | Application, interview |
| Experience of communicating with third-party contractors | Essential | Application |
| Experience of working within a customer service environment | Desirable | Application |
| Relevant experience providing technical building services within a public building | Desirable | Application |
| Experience of working with Building Management Systems | Desirable | Application |
| **Personal Attributes** |  |  |
| Ready and willing to work quickly and efficiently without direct supervision | Essential | Interview |
| Good communicator | Essential | Interview, task |
| Physically fit and active, able to move furniture and other bulky items and to use access equipment | Essential | Interview |
| Calm under pressure | Essential | Interview |
| Willing to work evenings and weekends, if required | Essential | Application, interview |
| Willing to act as a key holder and be on call in the event of an emergency | Essential | Application, interview |
| Interested in the arts | Desirable | Interview |
| Interested in environmental sustainability | Desirable | Interview |

**HOW TO APPLY, IN FIVE STEPS**

1. Visit our website www.derbytheatre.co.uk to download an application form and equal opportunities monitoring form (these are combined in one document). **You must fill in this form to apply as no CVs will be accepted.**
2. If you want to answer the **PERSONAL STATEMENT** section as a video or audio file, please attach the files in an mp4 format, ensuring that they are no higher than 10MB or send via a we transfer link <https://wetransfer.com/>
3. If you can, please save the file as a PDF with your name in the file name.
4. Read our guide to ‘Applying for a job at Derby Theatre’ for information about the application process.
5. Email your completed application form, or files and equal opportunities monitoring form to [jobs@derbytheatre.co.uk](mailto:jobs@derbytheatre.co.uk) .

If you need any support with this application or wish to ask any questions, please contact [l.riley@derby.ac.uk](mailto:Contact%E2%80%AFl.riley@derby.ac.uk) .

We aim to actively champion and celebrate diversity in all its forms. We are committed to equality of opportunity for all of those we work with and applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

We positively encourage disabled people, people of African or Caribbean heritage, South Asian heritage, East Asian heritage, West Asian heritage, Central Asian heritage, Southeast Asian heritage and people of Middle East and North African heritage and those who have experienced racism. By the term ‘those who have experienced racism’, we are referring to individuals who have experienced discrimination based on the colour of their skin, race and/or their culture.

We guarantee to interview any candidate with a disability who meets the essential criteria for the role.

**WHAT SHOULD I EXPECT IF I AM INVITED TO AN INTERVIEW?**

We want to make your interview as accessible and engaging as possible and we want you to talk about yourself and your work experience in a relaxed and friendly setting. We feel an interview should be a chance for you to find out more information about the role and to also get a sense of whether this is the right environment for you.

With this in mind we have designed an interview which will enable potential candidates to meet members of the team, see some of the spaces where you might be working in and, of course, a chance to talk about you and your work experience. We will send you examples of some of the questions in advance of the interview and of course please let us know in advance if you have any special requirements or needs that we might want to consider.

**Closing Date:** 4th December 2023

**Interview Date:** TBC