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* JOB DESCRIPTION & PERSON SPECIFICATION

Job Description

KEY INFORMATION

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| **Role Title** | Maintenance Technician (FT) |
| **Reports to** | Buildings & Technical Manager |
| **Hours** | 40 hours per week |
| **Contract** | Permanent, Full-time |
| **Annual Leave** | 33 days per annum, inclusive of public bank holidays |
| **Salary** | £30,102 |
| **Location** | Wyvern Theatre and Swindon Arts Centre, Swindon. |

ABOUT TRAFALGAR ENTERTAINMENT (TE)

Co-founded by Sir Howard Panter and Dame Rosemary Squire in 2017, Trafalgar Entertainment is a premium international live entertainment business focussed on new productions, venue ownership, Performing Arts education, theatre ticketing, the distribution of live-streaming innovative content and the provision of great theatres where people can come together to share in the experience of live entertainment. TE is home to Trafalgar Theatres, The Chiswick Cinema, Trafalgar Theatre Productions, Trafalgar Releasing, Trafalgar Tickets, Stagecoach Performing Arts, Drama Kids/Helen O’Grady Drama Academy, ticketing company London Theatre Direct, Stagedoor, Jonathan Church Theatre Productions, and Imagine Theatre.

ABOUT TRAFALGAR THEATRES

Trafalgar Theatres is the venue-operating division of TE. We currently operate **21** venues; including 14 in the UK regions; the Trafalgar Theatre in London’s West End and the Theatre Royal in Sydney. We’re growing fast, we’re confident in what we do, and we’re ambitious about the future. There’s never been a better time to get onboard.

We are passionate about entertainment, audiences, and the live experience and we value **Creativity, Collaboration, Excellence** and **Respect.**

ABOUT THIS ROLE

As a **Maintenance Technician** you are vital to the success of our business.  You will play a pivotal role ensuring that the building routine maintenance, planned preventive or reactive maintenance of plant and equipment are delivered to the highest professional standard. The role includes regular manual handling, lone and assisted lifting tasks. Previous practical maintenance experience is essential, and you will ideally have experience of painting, plumbing, woodworking, minor fault finding and knowledge of Health and Safety legislation.

You will assist the Buildings & Technical Manager in ensuring the smooth operation of Swindon Theatres’ Technical Department and Building Maintenance.

This role is 40 hours per week, the days and hours are not specific week on week and are flexible to meet the needs and requirements of the role. Some weekend work will be required as any repairs arise

As **Maintenance Technician**, you will be responsible for:

* Supporting the achievement of Swindon Theatres’ artistic, commercial and customer service objectives and targets by ensuring that all maintenance matters are promptly and efficiently completed within budgetary constraints and to a high standard.
* Undertake specific maintenance and repair operations, complying with relevant Health and Safety requirements.
* Action and complete any day-to-day maintenance tasks around the venues. Use the cloud-based building maintenance software to keep a log of any maintenance that is reported and completed.
* Assistance to the Buildings & Technical Manager in planning a maintenance schedule, co-ordinating maintenance cover and overseeing maintenance contracts and contractors.
* Undertake venue inspections to maintain security and repair when needed.
* To implement in person planned preventive maintenance and running maintenance procedures to cover:
* Low voltage light and small power systems.
* Daily lamp round and general maintenance of auditorium lighting.
* Monthly emergency lighting checks.
* Monthly fire safety checks.
* General plumbing services.
* Legionella to include water temperature testing etc.
* Asbestos awareness and registry monitoring.
* Painting and decorating.
* General maintenance and building repairs.
* Joinery repair works.
* To obtain quotations and specific technical information relating to all maintenance matters.
* To supervise contractors to ensure that all building licensing requirements are completed within budget and to schedule.
* To keep up-to-date records of all documentation including permits to work, risk assessments, method statements and variations/amendments to procedures.
* To complete any other delegated task that may assist Swindon Theatres in achieving its business, artistic and customer service objectives.

This Job Description is not an exhaustive description of your duties.  You will be required to adopt a flexible approach to your role and responsibilities. From time to time, you may be required to undertake such alternative or additional duties as may be commensurate with your skills, experience, and capabilities.

ABOUT YOU

We are looking for individuals that can work as part of a team and individually to achieve and deliver our values: Creativity, Collaboration, Excellence and Respect.

Key Attributes:

* Great team spirit
* Proven ability to effectively work in a multi-tasking and busy environment.
* Highly driven, organised, and able to work calmly and effectively in a fast-paced environment.
* Strong communication and listening skills when dealing with colleagues, members of the public, key stakeholders, and industry colleagues.
* An exceptional eye for detail for written, numeracy and verbal communication
* Willingness to learn new skills and implement new methods of working.

**Desirable skills:**

* You are a multi-skilled **Maintenance** **Technician**, with experience working in a maintenance role, and a good understanding of general building maintenance.
* Good knowledge of Health and Safety including the correct use of personal protective equipment.
* Experience in working to maintenance and service contracts.
* Physically fit, be able to lift and carry light items of equipment and furniture.
* Able to use and maintain basic power tools.
* An understanding of Health and Safety in a theatrical environment.
* Ability to use Microsoft Office Suite.

If this sounds like you, we'd love to hear from you. Please submit a CV and Covering Letter as to why you think you are suitable for the role via the Recruitment Portal.

Trafalgar Entertainment is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We welcome applications from people in groups where we are under-represented, for example people with disabilities, from minority ethnic groups, older returners and people who are neurodivergent.

We are curious, courageous and ambitious, empowering people to challenge and innovate in pursuit of excellence.