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JOB DESCRIPTION & PERSON SPECIFICATION

Job Description

KEY INFORMATION

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| **Role Title** | Facilities Manager |
| **Reports to** | Theatre Director |
| **Responsible for** | Maintenance team |
| **Hours** | 40 hrs over 5 out of 7 days |
| **Contract** | Permanent |
| **Annual Leave** | 33 days per annum, inclusive of Public bank holidays |
| **Salary** | £40,000 |
| **Location** | Bromley, Churchill Theatre |

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.

The Churchill Theatre Bromley

The Churchill Theatre has been one of the South East’s leading live entertainment venues, welcoming over 200,000 customers through its doors every year. An eclectic programme features a popular array of top-quality musicals, drama, comedy, dance, family shows, one-night events, and a world-class pantomime. The theatre is proud to present many ‘Bromley Premiere’ shows, allowing audiences to see brand new productions prior to the West End or National Tour.

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

ABOUT THIS ROLE

We are looking for an experienced Facilities Manager with a proven track record to oversee both hard and soft facilities and maintenance related services with excellent communication and interpersonal skills. You will be responsible for leading The Churchill Theatre’s Facilities and Maintenance functions, ensuring that the theatre building, facilities, and grounds are managed and maintained to the best possible standards of presentation, safety, and regulatory compliancy. All within agreed budgetary and business planning parameters.

This is a new role, and is best suited to a facilities professional able to balance a strategic and a hands-on approach, with a can-do attitude, a high level of initiative, self-motivation and excitement to overcome challenges to really own the role. You will be working alongside other departmental managers at the theatre, such as, Technicial, FOH, Hospitality, Welcome Team, Creative Learning, Marketing, as well as, the Trafalgar Central Operation team. You will report directly to the Theatre Director.

As the postholder, you are responsible for:

* Manage the maintenance team effectively via appropriate leadership, mentoring and training opportunities to achieve satisfactory high performance.
* Ensure effective management and timely delivery of all hard and soft services to agreed timescales, service requirement, scope, and quality.
* Ensure all building service checks and compliance audits are recorded, remedial works are raised and tracked on appropriate CAFM and digital platforms.
* Track and control supplier costs and provide clear and timely reporting of variances when required.
* Effective management of contractors in accordance with agreed venue processes and safety system at work procedures.
* Contractor performance management via agreed service level agreements and key performance indicators as relevant to the area of work.
* Contribute to the development of annual business plans and manage designated budgets as required by the Theatre Director.
* Represent The Churchill Theatre and the group’s interests in meetings, and building and maintain working relationships with the Landlord with regards to the operational requirements of the building services, grounds, plant, and equipment maintenance that fall under the Landlord responsibilities based on the Lease Agreement.
* Be a champion for the Health & Safety and green team committees ensuring best practice and regulatory compliance.
* To be a designated keyholder for the venue.
* Oversee and monitor implementation of maintenance schedules, cleaning schedules, waste management, lifecycle capital replacement schedules and capital project planning and implementation, as appropriate and within agreed financial parameters, and as required by the Theatre Director.
* Action as the first point of contact for all building and maintenance related enquiries, requests and comments both internally and externally, implementing efficacy to current processes.
* Monitor and review building’s plants and assets operational requirements to provide effective energy management and support Group’s sustainability initiatives.
* Adherence to all statutory and regulatory requirements underpinning the venue’s operation and asset management, to ensure that the venue is fully protected at all times, in collaboration with senior colleagues as necessary, within legislative, compliance and best practice standards for a live entertainment venue.
* To procure goods and services on the most favourable terms as when required based on Trafalgar Entertainment’s procurement policies.
* Provide hands on maintenance and repairs as necessary.

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

A Facilities professional with experience and qualifications in facilities Management. Experience in a music or live-entertainment space is desirable but not essential, you’ll be a self-motivated, engaging, and dynamic leader. Commercially savvy, enthusiastic, and capable of influencing others (including senior members of the TE team and third-party producer clients). You’ll be energetic, proactive, results-focussed, and creative in your approach. You’ll be resilient, able to communicate clearly and excellent at forming working relationships with others.

DESIRABLE SKILLS / QUALIFICTIONS

* NEBOSH General Certificate
* Mechanical, or Electrical, or plumbing qualification
* First Aid qualified.
* Previous theatre/entertainment sector working experience
* Delivering both hard and soft facilities services experience
* Managerial experience
* Budgetary experience

MUST HAVE:

* IOSH Managing Safely or IOSH Working Safely
* Fire Safety, Water Safety and H&S knowledge
* Experience of managing and delivering facilities related projects to specifications and budget
* Facilities Management qualifications

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.