



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Facilities Assistant (Zero Hours Contract – Flexible Worker)
Department: Operations
Reporting to: Facilities Supervisor

INTRODUCTION

We believe arts and culture has the power to bring people, friends and families together to make life-long memories and improve the quality of life for our audiences.

As a proud, independent charity we are on a mission to enrich the cultural life of the region and our vision is clear; we are creating a world-class cultural scene for our region with Birmingham Hippodrome firmly centre stage.

The strength of Birmingham Hippodrome comes from our people; real people with their own thoughts, beliefs, cultures and identities that bring their unique perspective and experiences to our team. We are committed to placing inclusion at the heart of all we do, making it central to our decision making. We are breaking down barriers and building relationships for us to become a more equitable place for audiences, artists, participants, and our own teams. We do not, and will not, tolerate discrimination of any kind.

We are one of the most popular theatres on the national touring circuit, staging a diverse range of world-class touring productions and we are the proud home to Birmingham Royal Ballet, DanceXchange, Dance Consortium and OneDanceUK making Birmingham one of the biggest dance hubs outside of London. We currently reach over half a million people a year through this work and our ambition is to grow and diversify these audiences, ensuring wider access to mainstream theatre for the people of our region.

Our next step is to increase the impact our work has on the region. Plans are in progress to expand our commissioned, produced, co-produced and off site programme of work; increasing our commitment to developing the artists of our region and continuing to extend Birmingham Hippodrome's artistic footprint beyond our stages. We will continue to invest in further generations, and through our Hippodrome Education Network, youth and apprenticeship programmes, we are creating pathways for people who want to gain valuable experience to support a career in the creative industry.

We are looking for people to join us on this journey at a pivotal time in our evolution; recognising our people and network of talented freelancers and volunteers are core to the growth and success of the organisation.

The future of Birmingham Hippodrome is you.

JOB SUMMARY

Reporting to the Facilities Supervisor, the Facilities Assistant will assist in delivering a high-quality general maintenance service.

The post holder will be required to ensure compliance, conduct inspections, checks & testing. Carry out and/or supervise repair & maintenance as directed by the Facilities Team.

MAIN DUTIES

- To support the Facilities Team to ensure compliance with all regulations and legislative responsibilities e.g. Legionella, Asbestos, Fire Safety etc.
 - To assist with health & safety checks including fire alarm testing, legionella flushing, emergency light testing, and site safety/security checks as required.
 - To assist with preventative, planned maintenance program and undertaking of routine inspections of the premises, fixtures, fittings, utility meters, and grounds.
 - To carry out repairs, maintenance, improvement works and inspections to ensure the general upkeep and maintenance of the premises.
 - Under the supervision of the Facilities Management team, act as a contact for Contractors attending site, ensuring they are fully aware of the Hippodrome's attendance procedures, that they follow full H&S procedures/risk assessments and permits to work are issued/reviewed where required. To ensure keys, access cards and access codes/fobs are signed out and recovered according to procedures, to maintain security of buildings.
 - To undertake training when required by the Facilities Management team.
 - To undertake any other duties as may reasonably be required as part of the facilities service commensurate with general level of responsibility.
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PERSON SPECIFICATION

We're committed to three core ideals here at Birmingham Hippodrome and we try to address all our activity with these aims: 'everyone's welcome', 'nothing but the best', and 'do it with flair'. Everyone who works here, no matter what their function in the team, is expected to deliver their job and work with colleagues bearing these attitudes in mind. This person specification lists some of the key attributes we're looking for in the best candidates for this role

Requirements	CORE: The successful candidate will meet the majority of these requirements.
Education Training and Qualifications	<ul style="list-style-type: none">• Good literacy and numeracy skills.
Skills, knowledge and abilities	<ul style="list-style-type: none">• General maintenance decoration skills and experience• Comfortable working at height• Basic IT skills – use of electronic reporting/tasking tools
Experience	<ul style="list-style-type: none">• Experience of working in a manual environment.• Practical experience in either electrical, plumbing or carpentry work• Experience of working in an a creative arts venue

Personal attributes	<ul style="list-style-type: none"> • Self-motivated team-player with a positive outlook, able to work on own initiative. • Personal enthusiasm and drive to improve skills, experience and training. • Ability to cope with physically demanding work. • Be able to promote a good working relationship with other departments. • Comfortable working at heights. • Must be reliable and take a positive and enthusiastic approach to work.
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This job description is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable to respond to other duties that may be required from time to time and the changes and developments within Birmingham Hippodrome .

DATE ROLE CREATED:

October 2021

DATE ROLE AMENDED/REVIEWED:

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