

BRISTOL OLD VIC

POST: Maintenance Operative

Reporting to: Head of Operations

Responsible for: n/a

Background and context

Bristol Old Vic continues to transform its business, enabling it to develop new commercial products and partnerships, and continue to drive to reach a global marketplace with high quality live British theatre from the Oldest Working Theatre in the English Speaking World.

We are determined to use the last few years as an opportunity for radical renewal offering a high quality, progressive, inspiring, relevant and representative programme of work across the year, with better representation across all creative practitioner roles, giving everyone the opportunity to encounter and enjoy creativity.

We recognise the importance of supporting people in their creativity. Everyone should have access to creative opportunity and our role is to develop, promote and co-produce artistic participation, and imaginative experiences for audiences across Bristol, the region and beyond. Working with people from early years to later stages of life, developing pathways into the creative industries and nurturing and supporting those who work with us at every stage

Purpose: To be responsible for the day-to-day maintenance and safe repair of the theatres buildings.

Main Duties and responsibilities:

As the only maintenance operative at the Bristol Old Vic you will fill a vital role within the Charity. Working with the Head of Operations and the Operations co-ordinator you will be responsible for the day-to-day operations and maintenance of the theatre complex on king street and the scenic workshop at the Albion docks.

Overview of responsibilities:

- Ensure the buildings are maintained to an appropriately high standard and in accordance with:
 - Current Health & Safety legislation and the Bristol Old Vic's Health & Safety Policy,
 - The Equalities Act and accessibility best practice,
 - Environmental best practice (Theatre Green Book, Breeam etc.)

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- Ensure that all in house compliance tests are completed regularly and documented correctly.
- Ensure periodic compliance checks (e.g., Gas Safety, Electrical Inspections, Fire Alarms, Emergency Lighting) are scheduled and completed by approved contractors.
- Be responsible for day-to-day monitoring of the BMS systems including heating and ventilation.
- Carry out small scale improvement projects and reactive maintenance as required (for example repainting, unblocking toilets, minor carpentry repairs etc).
- Liaise with approved contractors and suppliers in relation to larger improvement projects or maintenance. Work with the Head of Operations and the Operations Co-ordinator to efficiently manage maintenance contracts and ensure projects are completed within agreed budgets and meet KPIs.
- Work with the Head of Operations and Operations Co-ordinator to produce and review the planned maintenance schedule for the theatre building and workshop.
- Additional duties as may be reasonably required

Organisation Wide Responsibilities:

The following responsibilities are shared by all staff members of Bristol Old Vic:

- To work for the benefit of the whole organisation
- To comply with all Bristol Old Vic policies including Equal Opportunities, Health & safety and other policies included in the Staff Handbook
- To attend regular staff meetings and other departmental meetings that may be arranged
- To keep up to date with the activities of the organisation
- To carry out administrative tasks that arise from the job
- To undertake additional duties as may reasonably be required
- To attend any training that may be mutually agreed on for the development of the post

Please note that the post holder will be required:

- To work throughout the whole building and at other venues as required. Excepting emergencies, reasonable notice will be given of work outside the BS postcode area.
- To work as required on Sundays and Bank Holidays, and late/unsocial hours
- To work unsupervised from time to time
- To drive the company's vehicles when required, subject to license and insurance considerations



PERSON SPECIFICATION: MAINTENANCE OPERATIVE

Essential	Desirable
<ul style="list-style-type: none">• Good understanding of Health and Safety (COSHH, Manual handling, Working at heights, PPE...)• Reliable, independent, and initiative-driven showing good attention to detail• Self-motivated with a can-do attitude to make a difference• Flexibility to work occasional weekends or evening where required (TOIL system) for disruptive works• Willingness to learn new skills and systems• Computer literacy with the ability to use word documents and spreadsheets	<ul style="list-style-type: none">• Previous experience in a maintenance-oriented role with a diverse range of practical skills including the use of hand tools and power tools.• Strong organisational and prioritisation abilities• NEBOSH, IOSH or equivalent qualification or training• Previous experience with BMS software

Terms & Conditions

Salary: £28,000 per annum depending on experience

Hours of Work 35 hours per week over 5 days. Due to the nature of the role there will sometimes be a requirement to work additional evenings/weekends.

Holidays 5.6 weeks (25 days) per annum (plus bank holidays) pro rata for part-time roles. Additional day off for Birthday and Christmas Eve.

Probation Period Three months, during which the notice period is one week on either side.

Notice period Following the completion of a successful probationary period, the notice period is one month on either side.

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Pension

Eligible employees will be automatically enrolled in the *National Employment Savings Trust (NEST)* in accordance with the company's obligations under the Pensions Act 2008

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two independent references, which are satisfactory to Bristol Old Vic.
NB: References produced by candidates will not be accepted.
- Verification of identity and Right to Work in the UK to be produced at interview stage.