

PLAY
TO THE
CROWD

Arts & Education Charity
Winchester

Join the family

Job Pack:
Site Manager



“The team at the theatre are organised, professional, and very welcoming. We felt at home.”



“I can't imagine our community without Theatre Royal Winchester, the extraordinary Hat Fair or Playmakers.”



Hello and welcome

We are delighted you are interested in coming to work with us at Play to the Crowd.

We are a fantastic arts and education charity based in Winchester, Hampshire, with a friendly, committed core team of about 25 people with a further 25 or so in the broader casual team as well as many volunteers.

People say they love working with us because they feel part of a family and everyone pulls together in a supportive environment to make wonderful, memorable experiences for our audiences and participants.

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About this role

The Site Manager is permanent position in the Play to the Crowd family, with a salary of £26,227 rising to £28,950 pro rata, depending on length of service.

We are open to discussing flexible working hours for the right candidate. Whether you are seeking a full-time or part-time role, we are happy to explore options that align with your needs and the requirements of the position.

The Site Manager takes responsibility for the care and safety of the spaces Play to the Crowd uses to offer its activities. Principally that is Theatre Royal Winchester in Jewry Street, Winchester.

The role encompasses managing the building's compliance with its legal obligations as a public space, maintaining and improving the building for the benefit of its users and ensuring it is a clean, safe and accessible space for the public.

The Site Manager reports to the Head of Site Development and is responsible for overseeing the housekeeping team and managing relationships with external contractors.



What you will do

Health and Safety and Security

- Take responsibility for the operational health and safety of the building including ensuring legal compliance with regular electrical, gas and infrastructure checks with support from line manager
- Keep the accident and incident logs up to date and appropriately stored to comply with GDPR
- Ensure regular fire drills are carried out and that all staff are kept up to date on fire and other health and safety procedures
- Participate as a key member of the Health and Safety Management team
- Ensure all relevant risk assessments are in place and reviewed regularly
- Take responsibility for the security of the building, liaising with the security and alarm providers and ensuring keys are issued through a formal process and those able to open and close the building are appropriately trained to do so
- Be the principal key holder for the building and be on the call out list in the event of any alarm activation
- Manage the security access to safes for designated staff members
- Manage the CCTV system and the security requirements of the company as deemed necessary
- General and confidential waste management
- PAT testing to office and front of house portable appliances

“Play to the Crowd offers glorious theatrical opportunities and experiences that enrich us all.”



What you will do

Maintenance

- Alongside the line manager, do or organise to have done regular annual maintenance for the building and its operational infrastructure and ensure full maintenance records are kept up to date
- Support the line manager to identify, quality and value check, and then manage the work of external contractors
- Respond promptly to issues raised by staff, through show reports or that arise in other ways, always prioritising those that impact safety and the ability to provide a seamless excellent experience for the public and our visiting companies and artists
- Undertake weekly lamp round, emergency lighting, fire extinguishers, fire alarm and sprinkler valve checks and other routine maintenance including legionella testing, keeping up to date records as per best practice and legislation

Cleaning

- Manage and oversee the housekeeping capacity and need, contributing operationally to cleaning where required
- Provide any necessary training for housekeeping staff or manage any quality and service issues with cleaning agencies
- Identify and manage the relationship with cleaning agencies as needed alongside management of in-house cleaning staff
- Take overall responsibility for the cleanliness of the building to a high standard before the public enter, sharing responsibilities with colleagues as appropriate
- Ensure that cleaning rotas happen around the programme in the theatre with between show cleans as required included
- Be responsible for all ordering and stock checking in relation to housekeeping and other relevant consumables
- Collate all necessary documentation including COSHH data sheets



What you will do

Building Improvements

- Make good any areas of the building requiring improvement or remedial works
- Identify, prioritise, plan and implement an ongoing series of planned building maintenance and improvements, liaising with colleagues as appropriate to agree budgets and time for the work to take place
- Where possible undertake building improvements in house
- Support the line manager to project manage larger improvement and capital building works and identify and liaise with suppliers and contractors
- Work to reduce the usage of utilities, and overall carbon footprint of the organisation.

General

- Champion the organisation's values – Inclusive, Passionate, Kind - and act as an advocate for the organisation with the public and key stakeholders
- Adhere to organisational policies and procedures and carry out all tasks to the highest standards in accordance with best practice
- Actively support the organisation's action plans in respect of inclusion and equality
- Comply with the company's Health and Safety policy at all times
- Undertake any other duties reasonable requested
- To work within and to budgets
- Maintain the radio licences
- Set and adapt BMS system, including setting running times as appropriate for the varied performance calendar

Please Note: You will NEVER be asked or expected to work on maintenance of systems that require qualified persons to work on them (Electric, gas etc).



What you will bring

Knowledge, experience and skills

Essential

- Must be physically fit
- Able to work at height
- Team player
- Able to work under pressure and to time
- Attention to detail
- Pride in own work
- Communication skills
- Problem solving and initiative
- Good practical skills
- Quick learner
- Adaptability and flexibility
- Able to work early mornings and weekends as required

Desirable

- Previous experience of cleaning public buildings
- Previous caretaking or maintenance experience in a work context
- Understanding of health and safety and COSHH
- Previous experience within construction trades – carpentry, electrical, plumbing etc
- Passion for the arts and/or working for a charity



Job details

Job title: Site Manager

Reports to: Head of Site Development

Contract: Permanent, part-time or full-time (to be agreed after interview)

Salary: £26,227 rising to £28,950 pro rata depending on length of service

Hours: To be agreed after interview - will require flexible working

Location: Theatre Royal Winchester, Winchester, Hampshire

Holiday: 25 days annual leave plus bank holidays, increasing by 1 day a year up to 30 days plus bank holidays (pro-rata for part-time employees)

Benefits:

- Contributory pension
- Employee Assistance Programme
- Access to complimentary theatre tickets
- Free membership of Play to the Crowd
- Bar discounts
- Discounts at local hairdresser
- Access to local gym

How to apply

Deadline for applications: Tue 27 May, 9am

Interview dates scheduled: TBC

Please download an application form from playtothecrowd.co.uk/jobs

If you want to know more or for an informal chat about the role please contact dan@playtothecrowd.co.uk

Play to the Crowd is an equal opportunities employer and welcomes applications from people from the widest possible diversity of backgrounds, cultures and experiences.



About us

Play to the Crowd is an arts and education charity which consists of:

- **Theatre Royal Winchester**, our lovely 400 seat heritage theatre with a busy, diverse programme and our own annual pantomime production.
- **Hat Fair**, our famous International Outdoor Arts Festival.
- **Playmakers**, all our creative participatory work with and for young people and communities.

The charity also has a wholly owned trading subsidiary called – wait for it – Trade to the Crowd!

We are proud to connect with over 150,000 people each year and turnover approximately £2m a year of which over 90% is earned or fundraised income.

Our vision and values

We exist to **delight** and **unite**.

We do this by inspiring people to connect with and participate in live performance - indoors and out - by inviting them to escape from the ordinary and discover a lifelong love of the performing arts.

We believe in...

- Bringing people together in wonder
- The power and value of live performance
- Nurturing talent – providing Performing Arts education and creative skills development for all
- Improving lives through participation



Our personality

**PLAY
TO THE
CROWD**

Arts & Education Charity
Winchester

Friendly

Warm, relaxed,
relationship-building, ready
to have fun along the way.

Bold

Getting out there,
getting involved, standing
up for what's right.

Collabrative

Always open to working
together, listening and
acting respectfully.

incorporating

**THEATRE
ROYAL
WINCHESTER**

**HAT
FAIR**

PLAYMAKERS

Approachable

Expansive, amiable,
inviting all-comers, the
opposite of elitist

Cheeky

A little bit naughty yet
always nice, full of life
and gentle irreverence

Playful

A provider of fun and
frolic, we believe in play.

Vibrant

Buzzing, alive, colourful;
full of interest, excitement
and enthusiasm

Expressive

Unselfconscious,
creative, committed and
always captivating

Curious

Our creativity will be
invitational, intriguing and
inquisitive

Sociable

Meeting people and
making them happy,
one-on-one or whole
crowds

Intriguing

Mystery and excitement
that draws people in,
often new, always original

Open

Our practice will be
transparent, accessible
and shared.

“The team were so warm,
friendly and first rate. They
made the day so easy”



What are you waiting for?

Apply today!

playtothecrowd.co.uk



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