

Armstrong Hall Caretaker- Job Description

Information about the Armstrong Hall

Based in the market town of Thornbury, just north of Bristol, the Armstrong Hall provides a unique hub for the arts, culture and heritage serving Thornbury and the surrounding area.

Existing facilities include the Armstrong Hall with stage and seating for 325 people, the historic Cossham Hall with seating for 125, kitchen, bar, backstage and smaller meeting rooms. The town's popular local museum is also based on the site, which is independently run and managed.

The Armstrong Hall complex caters for a wide range of users and uses including drama groups, dance and exercise classes, music, arts, flower arranging, luncheon clubs as well as private hire functions.

It is home to a community-based cinema and popular events include the annual Pantomime, productions by local groups, the Arts Festival and the Horticulture Show, regular dances and musical performances.

We have ambitious plans to redevelop and refurbish the site as the town's population grows and to provide a venue fit for the 21st Century.

Information about the role

The Postholder is responsible for unlocking and locking the facility, setting out rooms as required by the Users. They should provide excellent customer service to the customers and will carry out duties as requested by the Hall Supervisor.

This is a part time role, normally 18 hours per week. It will be expected that the postholder will work on a rota with other staff to ensure that there is adequate cover during events and activities that take place throughout the day, evenings and weekends. The post holder will also be asked to be available to work additional hours at large scale events held at our sites and to provide additional capacity at other busy times.

The postholder will be paid £18,795 to 19,171 pro rata (SP15 to SP17), depending on skills, experience and successful completion of a probationary period) and includes entitlement to join the local government pension scheme. Full training and a staff uniform will be provided and the role will be subject to the completion of a satisfactory probationary period of three months.

Main Duties

1. Set up and monitor functions at the complex and in accordance with the booking conditions and the Armstrong Hall's licence.
2. Liaison with hirers to discuss their requirements and dealing with arrangements for hire and ensuring all facilities are set up ready for use.
3. To maintain appropriate records of all aspects of hall usage.
4. Undertake checks to ensure that all buildings, structures, facilities and equipment operate in a safe and satisfactory condition for hirer's use and report any defects to the Hall Supervisor.
5. To ensure that all hirers and hall users are advised of all emergency and evacuation procedures.
6. As requested by the Hall Supervisor, undertake caretaking, maintenance, minor repairs and building maintenance checks to ensure that the building is kept safe, clean and well maintained at all times.
7. To competently set up microphones and lighting for functions when required, to work from lighting plans and in some cases work from cue sheets when required. To competently pack down and switch off equipment at the end of a function (Training will be given on all equipment.)
8. Locking and unlocking of buildings and facilities as required with responsibility for safeguarding keys and the security of property belonging to the hall complex.
9. To carry out any other tasks that maybe required by the Hall Supervisor commensurate with the role (this may include working from other sites)

Personal Specification

The successful applicant should be able to demonstrate the following qualifications, skills and experience necessary to meet the requirements of the role:

Essential

Excellent communication, interpersonal and customer service skills

Ability to work on own initiative and without supervision

Ability to take a flexible 'can do' approach to managing and resolving situations and issues as they arise

Desirable

Previous experience of working in a community building, theatre or other similar visitor attraction

Knowledge of stage, sound and lighting set-up for theatrical and musical performances

Experience of building management and maintenance

First aid, health & safety, catering and/ or building management qualifications

Ability to undertake minor repairs and maintenance works

A current Personal Licence holder